FLORIDA DEPARTMENT OF EDUCATION

April 6, 2012

MEMORANDUM

TO: District Career and Technical Education Directors

FROM: Rod Duckworth, Chancellor

SUBJECT: 2011-12 Career and Professional Academy Enrollment Reports

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The Division of Career and Adult Education staff are reviewing enrollment data reported in Survey 3 (Federal/State Indicator Status format) for **high school** and **middle school** career and professional academies registered for 2011-12.

Starting with the 2008-09 reporting year, districts must report high school students enrolled in registered career and professional academies in Surveys 2, 3, and 5 on the Federal State Indicator Status format. Starting in the 2011-12 reporting year, districts may report middle school students enrolled in registered career and professional academies in Surveys 3, and 5 on the Federal State Indicator Status format. The data element for reporting students in registered academies is the "Career and Professional Academy Identifier." See the following link for data element definition: http://www.fldoe.org/eias/dataweb/database_1112/107775.pdf . Please review the database and technical documents on the Department's website for details on this reporting. All information on MIS reporting formats and data elements may be accessed at the following website: http://www.fldoe.org/eias/dataweb/default.asp.

Attached are four summary reports which show the enrollment data reported for all registered high school and middle school career and professional academies, as well as a technical assistance paper:

> Attachment 1 – 2011-12 Registered high school Career and Professional Academies with enrollment reported (Mar. 2011)

Attachment 2 – 2011-12 Registered high school Career and Professional Academies without any student enrollment (Mar. 2011)

Attachment 3 – 2011-12 Registered middle school Career and Professional Academies with enrollment reported (Mar. 2011)

Attachment 4 – 2011-12 Registered middle school Career and Professional Academies without any student enrollment (Mar. 2011)

Attachment 5 – Florida Career and Professional Education Act Technical Assistance Paper (updated March 2010) (Please note that the Division of Career and Adult Education is in the process of updating this TAP to reflect the 2011 Legislative changes and will distribute as soon as it is approved.)

This information has been compiled by matching records for all registered career and professional academies with a summary report produced by the Department's K-12 MIS reporting staff (as of March 19, 2012). Of the 1,511 registered high school career and professional academies, 242 did not have any student enrollment reported in Survey 3. Of the 56 registered middle school career and professional academies, 46 did not have any student enrollment reported in Survey 3.

All registered academies should have reported student enrollment. It is important that the enrollment information be reported as accurately as possible to reflect the current fiscal year and to anticipate enrollment for future academic years. The Department may be asked to supply 2011-12 information to executive and legislative staff and members.

Please take a moment to look through the two reports. If there is an error or incomplete information about the number of students enrolled in each academy, please consult with your MIS department to verify accuracy of the data reported and to submit additional record or data corrections for Survey 3. All final updates or amendments for Survey 3 must be transmitted by July 31, 2012.

If you have any questions, please contact your district MIS department. For questions regarding the two enrollment reports, please contact Tara McLarnon by e-mail at tara.mclarnon@fldoe.org or by phone at 850-245-9005.

Thank you.

RD/tm

Attachments