FLORIDA DEPARTMENT OF EDUCATION

August 27, 2010

M E M O R A N D U M

TO: District Adult Education
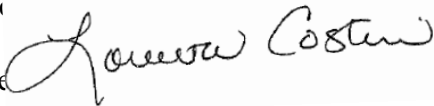
FROM: Loretta Costin, Chancellor, Division of Career and Adult Education

SUBJECT: 2010-11 Data Submission Cycle: District Adult General Education (AGE)

The purpose of this memorandum is to inform you of key dates in the data reporting cycle and highlight validation reports you should review to ensure that the data you report to the state is accurate. Your data is used for state and federal funding and accountability purposes, and it is critical that it is complete, correct, and reported on time. The best approach to quality assurance is collaboration between program and management information systems (MIS) staff. To that end, you should be aware of all data submission timelines and when to review reports to identify errors before the submission windows close. Below you will see the current data submission timetable for the 2010-11 reporting year. These dates are subject to change; any revisions will appear in Appendix V of the 2010-11 Workforce Development Information System (WDIS) Handbook, which can be found at:
http://www.fldoehub.org/CCTCMIS/wdis/201011%20WDIS%20District%20Appendices/AppendV.pdf .

Community College and Technical Center Management Information Systems (CCTCMIS) produces mid-survey reports that are available on the FDOE restricted hub website. The designated Reports Coordinator in your MIS unit should provide you with these and/or locally generated reports for your review before each survey submission period closes (see current Reports Coordinator list appended to this memorandum). These reports reflect what your district will report to the state during the submission period. The key data you should focus on are the following:

- Adult student goal – only students with a reported goal will appear in NRS table 5

- Completer counts by school and program
- Enrollment and instructional hours compared to previous year
- Post-tested students – only students reported as post-tested will appear in NRS table 4B

Please consult with local MIS staff regarding internal review deadlines that need to be met. Last-minute data submissions and updates may place a workload burden on local staff.

<div align="center">2010-11 Reporting Calendar</div>

Term	Start Date/End Date	Reporting Submission	Comments
Summer 2010	September 7, 2010	Survey F submission period opens	Validation reports should be checked between the survey start and end dates
	October 21, 2010	Survey F closes	
Fall 2010	January 3, 2011	Survey W submission period opens	Validation reports should be checked between the survey start and end dates
	March 3, 2011	Survey W closes	
Spring 2011	June 6, 2011	Survey S submission period opens	Validation reports should be checked between the survey start and end dates
	July 14, 2011	Survey S closes	

If you have any questions about your role in data reporting and accountability, contact Mark Baird at 850-245-9060 or mark.baird@fldoe.org .

Thank you.

LC/mb