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Division of Career and Adult Education



August 27, 2010

MEMORANDUM

TO: Career and Technical Education Directors

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

SUBJECT: 2010-11 Data Submission Cycle: Secondary Career and Technical Education (CTE)

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 services (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 data submission timetable for the 2010-11 reporting year. These dates are subject to change; any revisions will appear on the following web page: <http://www.fldoe.org/eias/dataweb/surveydate1011.pdf>.

The FLDOE produces data verification reports that are available to districts. Your MIS office can provide you with these and/or locally generated reports for your review before each survey closes. These reports reflect what your district will report to the state for the survey. Some key data you should focus on are the following:

- CTE program enrollments
- Industry certifications reported (Survey 5 only)
- Career and professional academy enrollment
- Career academy participants
- Career pathways participants

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.

2010-11 Reporting Calendar

Term	Submission Period	Survey Week/Due Date	Final Update Date	Comments
Fall 2010	Survey 2	October 11-15, 2010	March 31, 2011	Validation reports should be checked between the survey week and the final update date.
Spring 2011	Survey 3	February 7-11, 2011	July 31, 2011	Validation reports should be checked between the survey week and the final update date.
End of Year	Survey 5	August 5, 2011	February 29, 2012	Validation reports should be checked before the final update date. Data submitted after October will not be included in Perkins accountability calculations.
2010-11 Secondary Perkins Data Extract	Preliminary Survey 5	Early October, 2011		Data to be included in secondary Perkins accountability calculations must be submitted well before the close of Survey 5.

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