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MEMORANDUM

TO: District Adult Education Directors
District Career and Technical Education Directors
District Technical College Directors

FROM: Henry Mack

DATE: June 2, 2021

SUBJECT: **2021-22 Reporting Year Survey Dates and Number of Instructional Days in the Survey Windows**

The Division of Career and Adult Education is requesting information on the 2021-22 district enrollment periods used to submit data for postsecondary career and technical education (CTE) and/or adult general education (AGE). This is based on data submitted into the Workforce Development Information Systems (WDIS) during the three survey reporting windows: F, W and S.

Please take a few minutes to complete the attached 2021-22 survey. Information included in the survey should represent your agency's period of enrollment which will be submitted for each survey period. It should not reflect the time period for submitting data. For example, the Survey S load date is July 1, 2021. We would not expect to see an end date of enrollment data (Box-B) that is equal to or later than July 1, 2021.

To assist, a set of instructions for completing the survey has been provided. Information provided should reflect both AGE and CTE activity. It is expected that districts adopt the same enrollment periods for reporting purposes for all workforce programs. Directors should work with their local Reports Coordinator to complete the survey.

Thank you for taking the time to submit this information and if you have any questions, please contact Audrey Kervin at: Audrey.Kervin@fldoe.org. Please return the completed survey to Audrey.Kervin@fldoe.org by July 9, 2021.

HM/ak

Attachment

Henry Mack
Chancellor of Career and Adult Education