

# FLORIDA DEPARTMENT OF EDUCATION



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September 2, 2010

## MEMORANDUM

**TO:** Florida College Adult Education Directors

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

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

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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 and complete. 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 calendar for the 2010-11 reporting year. These dates are subject to change; any revisions will appear in the 2010-11 Student Database Dictionary, which can be found at <http://www.fldoehub.org/cctcmis/c/Pages/default.aspx>.

Community College and Technical Center Management Information Systems (CCTCMIS) produces mid-term reports that are available to colleges for review. The designated Reports Coordinator at your institution can provide you with these and/or locally generated reports for your review before each submission window ends (see current Reports Coordinator list appended to this memorandum). These reports reflect what your college will report to the state during the submission period. Some key data you should focus on are the following:

- Completer counts by program
- Headcount and instructional clock hours by program
- Adult student goal – only students with a reported goal will appear in NRS table 5
- Post-tested students – only students reported as post-tested will appear in NRS table 4B

Please consult with your Reports Coordinator 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

<b>Term</b>	<b>Start Date/End Date</b>	<b>Reporting Submission</b>	<b>Comments</b>
Summer 2010	August 23, 2010	Summer end-of-term (1E) submission starts	Validation reports should be checked between the submission start date and the end of the submission period
	September 27, 2010	Summer end-of-term (1E) submission ends	
Fall 2010	January 3, 2011	Fall end-of-term (2E) submission starts	Validation reports should be checked between the submission start date and the end of the submission period
	February 28, 2011	Fall end-of-term (2E) submission ends	
Spring 2011	April 25, 2011	Winter/Spring end-of-term (3E) submission starts	Validation reports should be checked between the submission start date and the end of the submission period
	June 13, 2011	Winter/Spring end-of-term (3E) submission ends	

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](mailto:mark.baird@fldoe.org).

Thank you.

LC/mb