

## CAPE MONTHLY PLANNING CALENDAR, 2015-16

### August

**14-15 Career-themed Course 2nd update window**  
**15-16 High School Academy registration opens**  
**16-17 CareerSource Florida submission window opens**

#### **Recommended Activities**

*Collect information for 16-17 CareerSource Florida submission*  
*Review 15-16 CCD and CTE Frameworks to ensure course/program codes are still active*

### September

**15-16 High School Academy Registration closes**  
**15-16 Middle School Academy Registration opens**  
**16-17 CareerSource Florida submission window closes**

#### **Recommended Activities**

*Submit 16-17 CareerSource Florida requests*  
*Review summary reports on 14-15 data*  
*Work with district MIS on 14-15 edit corrections and submit corrections before school grades cut-off*

### October

**14-15 Survey 5 Reporting, school grades cut-off**  
**15-16 Middle School Academy registration closes**  
**15-16 Career-themed Course registration opens**

#### **Recommended Activities**

*Work with all schools, including charter schools, on identification of 15-16 career-themed courses*  
*Work with district MIS on 14-15 edit corrections and submit corrections before school grades cut-off*

### November

**15-16 Career-themed Course (CTC) registration closes**

#### **Recommended Activities**

*Review 14-15 student level data reporting in advance of the 15-16 FEFP, 3rd calculation*  
*Submit data corrections for 14-15, Survey 5*  
*Submit career-themed courses no later than November 20 and review and update records from Nov. 21-30*

### December

**15-16 FEFP, 3rd calculation, released**

#### **Recommended Activities**

*Review Appendix FF Career-themed Course registrations with all schools and identify corrections for February update.*

### January

**15-16 FEFP 3rd calculation student level reports available (F71102 and F71297)**

#### **Recommended Activities**

*Review F71102 and F71297 reports*  
*Work with district MIS on edits to 14-15 Survey 5*  
*Review 15-16 FEFP calculation with district finance office*  
*Prepare reports on required teacher bonuses*  
*Review the DRAFT 2016-2017 CTE Frameworks and Change Document for any potential course/program changes in advance of 16-17 student master calendar*

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### February

15-16 Career-themed Course (CTC) 1st update window  
14-15 Survey 5 window closes

#### **Recommended Activities**

Submit corrections to CTC registration  
Review the DRAFT 2016-2017 CTE Frameworks and Change Document for any potential course/program changes in advance of 16-17 student master calendar

### March

16-17 CareerSource Florida recommendations posted  
16-17 FLDOE submission window for the CAPE Industry Certification Funding List (ICFL)

#### **Recommended Activities**

Review Appendix FF summary with all schools and identify corrections  
Review the DRAFT 2016-2017 CTE Frameworks and Change Document for any potential course/program changes in advance of 16-17 student master calendar

### April

16-17 FLDOE submission window for CAPE ICFL closes  
15-16 FEFP 4th calculation released  
15-16 FEFP 4th calculation student level reports available (F71102 and F71297)  
2016-2017 CTE curriculum frameworks adopted by State Board of Education

#### **Recommended Activities**

Review 15-16 FEFP calculation with district finance office  
Prepare reports on required teacher bonuses

### May

#### **Recommended Activities**

Work with school and district MIS on 15-16 Industry Certification format submissions

### June

16-17 Recommendations for new industry certifications released by FLDOE

#### **Recommended Activities**

Work with school and district MIS on 15-16 Industry Certification format submissions

### July

15-16 Survey 5 data reporting window opens

#### **Recommended Activities**

Conduct final review of 15-16 Career-themed Course registrations for submission of final updates  
Work with school and district MIS on 15-16 Industry Certification format submissions  
Identify career-themed courses by school and begin collecting information for the 16-17 submission