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MEMORANDUM

TO: Florida College System Reports Coordinators

FROM: Keith Richard, Director of Research and Analytics, Division of Florida Colleges 

DATE: February 13, 2020

SUBJECT: Dual Enrollment Student Location Survey due March 13, 2020

Dual enrollment remains a high priority for the Florida Department of Education and the Florida Legislature. An accurate understanding of the actual location where students are enrolled in dual enrollment courses, including college and high school locations, will provide greater insight regarding course availability, offerings and student success. In order to obtain these data, the Division of Florida Colleges is collecting a new data element, Data Element 3028 – Dual Enrollment Student Course Location, through the Community College Technical Center Management Information System (CCTCMIS) in the 2020-21 reporting year. Prior to this normal submission window, we are conducting an ad hoc survey of these data.

Required Action

By March 13, 2020, the Division of Florida Colleges (division) requests that your institution complete a survey to indicate the 2018-19 reporting year (summer, fall, spring terms) annual dual enrollment course enrollment counts based on student course location. Instructions, a description of the student course locations included in Data Element 3028, and a blank template to report data are included in the attached Excel file. **Please send your completed Excel file as an attachment to fcsinfo@fldoe.org.**

Additional Context

The division presented this data element at the spring 2019 MISATFOR meeting, via webinar with chief academic officers in summer 2019, at the October 2019 MISATFOR meeting and at the February 2020 Florida College System councils meeting with instructional, student and workforce affairs officers. This data element may require new data collection processes from dual enrollment intake offices at some institutions. Using feedback collected from the ad hoc survey, the division intends to add the finalized version of this data element to the regular college

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data submission to CCTCMIS starting in term 1 for the 2020-21 reporting year. **For questions, please email me at Keith.Richard@fldoe.org.**

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Attachment

cc: Dr. Carrie Henderson, Executive Vice Chancellor, Division of Florida Colleges
Dr. Mike Sfiropoulos, Director of Academic Affairs, Division of Florida Colleges
Dr. Shanna Autry, Director of Student Affairs, Division of Florida Colleges
Juan Mestre, Bureau Chief, Community College & Technical Center Management
Information Systems
Kimberly Phippen, Data Processing Manager, Community College & Technical Center
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Chief Academic Officers, Florida College System