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Division of Career and Adult Education



April 2, 2010

MEMORANDUM

TO: District Career and Technical Education Directors
FROM: Loretta Costin 
SUBJECT: 2009-10 Career and Professional Academy Enrollment Reports

The Division of Career and Adult Education staff are reviewing enrollment data reported in Survey 3 (Federal/State Indicator Status format) for career and professional academies registered for 2009-10.

Starting with the 2008-09 reporting year, districts must report students enrolled in registered career and professional academies in Surveys 2, 3, and 5 on the Federal State Indicator Status format. The data element for reporting students in registered academies is the "Career and Professional Academy Identifier". See the following link for data element definition:

http://www.fldoe.org/eias/dataweb/database_0910/st20_25.pdf. Please review the database and technical documents on the Department's Web site for details on this reporting. All information on MIS reporting formats and data elements may be accessed at the following Web site:

<http://www.fldoe.org/eias/dataweb/default.asp>.

Attached are two summary reports which show the enrollment data reported for all registered career and professional academies, as well as a technical assistance:

Attachment 1 – 2009-10 Registered Career and Professional Academies with enrollment reported (March 2010)

Attachment 2 – 2009-10 Registered Career and Professional Academies without any student enrollment (March 2010)

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This information has been compiled by matching records for all registered career and professional academies with a summary report produced by the Department's K-12 MIS reporting staff (as of March 7, 2010). Of the 838 registered career and professional academies, 151 did not have any student enrollment reported in survey 3.

All registered academies should have reported student enrollment. It is important that the enrollment information be reported as accurately as possible to reflect the current fiscal year and to anticipate enrollment for future academic years. The Department may be asked to supply 2009-10 information to executive and legislative staff and members.

Please take a moment to look through the two reports. If there is an error or incomplete information about the number of students enrolled in each academy, please consult with your MIS department to verify accuracy of the data reported and to submit additional record or data corrections for Survey 3.

If you have any questions, please contact your district MIS department. For questions regarding the two reports, please contact Tara McLarnon by e-mail at tara.mclarnon@fldoe.org or by phone at 850-245-9005.

Thank you.

LC/tm

Attachments