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MEMORANDUM

TO: District Adult Education Directors

FROM: Henry Mack, Chancellor, Career and Adult Education 

DATE: October 8, 2020

SUBJECT: 2020-21 Data Submission Cycle: District Adult General Education

The purpose of this memorandum is to inform you of the Workforce Development Information System (WDIS) key dates in the data reporting cycle and to highlight validation reports you should review to ensure that the data you report to the state is accurate. Your data is used for state and federal funding and accountability purposes. It is critical that data is complete, correct and reported on time. The best approach to quality assurance is collaboration between program and Management Information Systems (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 current data submission timetable for the 2020-21 reporting year. These dates are subject to change; any revisions will appear in Appendix V of the 2020-21 Handbook, which can be found at:

<http://www.fldoe.org/core/fileparse.php/19889/urlt/2021-AppendixV.pdf>

Workforce Education Data Systems (WEDS) produces mid-survey and close of survey reports that are available on the Florida Department of Education restricted hub website. The designated reports coordinator in your district should provide you with these reports for your review following the load and close dates for each survey period. These reports reflect what your district reported to the state during the submission period. The key data you should focus on are the following:

- Completer counts by school and program;
- Enrollment and instructional hours compared to previous year by school, program and both school and program;
- Post-tested students – Only students reported as post-tested will appear in NRS table 4B; and
- Test scale scores – All valid pre- and post-test scores should be reported.

Please consult with local MIS staff regarding internal deadlines that need to be met. Last-minute data submissions and updates may place a workload burden on local staff.

Henry Mack
Chancellor of Career and Adult Education

2020-21 Reporting Calendar

Term	Start Date/End Date	Reporting Submission	Comments
Summer 2020	August 24, 2020	Survey F submission period opens. Survey G submission period opens.	Validation reports should be checked between the survey start and end dates, and following all final data submissions for the period.
	September 3, 2020	Load date*	
	September 17, 2020	Survey F closes	
Fall 2020	January 5, 2021	Survey W submission period opens. Survey X submission period opens.	Validation reports should be checked between the survey start and end dates, and following all final data submissions for the period.
	February 4, 2021	Load date	
	February 25, 2021	Survey W closes	
Winter/Spring 2021	June 1, 2021	Survey S submission period opens	Validation reports should be checked between the survey start and end dates, and following all final data submissions for the period.
	July 1, 2021	Load date	
	July 8, 2021	Survey S closes	
Winter/Spring 2021 Final Update	July 12, 2021	Survey F, W, and S final update period opens	Validation reports should be checked between the survey start and end dates, and following all final data submissions for the period.
	July 29, 2021	Update period window closes	Validation reports should be checked between the survey start and end dates, and following all final data submissions for the period.

*Data submitted as of load date will be used to determine Exiters in the 2019-20 NRS reports.