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**MEMORANDUM**

**TO:** Adult Education Community Based Organizations

**FROM:** Henry Mack, Chancellor, Career and Adult Education 

**DATE:** October 12, 2020

**SUBJECT:** **2020-21 Data Submission Cycle: Community Based Organizations Adult General Education**

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. 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 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 F of the 2020-21 Community Based Organizations (CBO) Handbook, which can be obtained by email from Nand Divate at: [nandkumar.divate@fldoe.org](mailto:nandkumar.divate@fldoe.org).

Workforce Education Data Systems (WEDS) produces an edit or validation error report if errors are found for CBOs during each submission period. These reports reflect what your CBO reported to the state during the survey submission period and will stipulate any specific data inconsistencies to be corrected and resubmitted to the Department of Education. The designated contact in your MIS unit should provide you with these reports for your review before each survey submission period closes.

Please consult with your local MIS staff regarding internal reporting 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
Survey 1	October 13, 2020	Survey 1 submission period opens	Edit or Validation error reports should be reviewed.
	October 29, 2020	Survey 1 closes	
Survey 2	March 16, 2021	Survey 2 submission period opens	Edit or Validation error reports should be reviewed.
	March 25, 2021	Survey 2 closes	
Survey 3	July 14, 2021	Survey 3 submission period opens	Edit or Validation error reports should be reviewed.
	July 29, 2021	Survey 3 closes	
Survey 11*	July 14, 2020	Survey 11 submission period opens	Only the Student Demographic Format and Adult Course need to be submitted for this survey.
Survey 11	July 30, 2020	Survey 11 closes	
NRS Table 7	July 23, 2021	NRS submission opens	Excel Form Provided for Submission.
	August 6, 2021	NRS submission closes	

\*Note: Survey 11 is a new preliminary survey indicating only students enrolled as of July 1, 2020. Only the Student Demographic Format and Adult Course need to be submitted for this survey. **The year being reported in the format should reflect the new (2020-21) school year.**

If you have any questions about your role in data reporting and accountability, please contact JB Tan by email at: [johnson.tan@fldoe.org](mailto:johnson.tan@fldoe.org) or 850-245-9060.

HM/jt