MEMORANDUM

TO: Florida College System Adult Education Directors

FROM: Henry Mack, Chancellor, Career and Adult Education

DATE: October 8, 2020

SUBJECT: **2020-21 Data Submission Cycle: College Adult General Education**

The purpose of this memorandum is to inform you of key dates in the data reporting cycle and highlight verification reports you should review to ensure that the data you report to the state is accurate and complete. 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 services (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. Attached you will see the data submission calendar for the 2020-21 reporting year. These dates are subject to change; any revisions will appear in the 2020-21 Student Database Dictionary, which can be found at:

http://www.fldoe.org/accountability/data-sys/CCTCMIS/college-data-diction.stml

Community College and Technical Center Management Information Systems (CCTCMIS) produces survey reports that are available to colleges for review. The designated reports coordinator at your institution can provide you with these and/or locally generated reports for your review before each submission window ends. These reports reflect what your college reported to the state during the submission period. Some key data you should focus on are the following:

- Completer counts by 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 for entering and reviewing the data that need to be met prior to submitting it to the Florida Department of Education. 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 14, 2020	Summer end-of-term (1E) submission starts. Fall beginning-of-term (2B) starts (for student only).	Verification reports should be checked between the submission start date and the end of the submission period.
	September 4, 2020	Load date*	
	October 2, 2020	Summer end-of-term (1E) submission ends. Fall beginning-of-term (2B) submission ends.	
Fall 2020	January 8, 2021	Fall end-of-term (2E) submission starts. Winter/Spring beginning-of-term (3B) submission starts (for student only).	Verification reports should be checked between the submission start date and the end of the submission period.
	February 12, 2021	Load date.	
	March 12, 2021	Fall end-of-term (2E) submission ends. Winter/Spring beginning-of-term (3B) ends.	
Winter/Spring 2021	April 2, 2021	Winter/Spring end-of-term (3E) submission starts.	Verification reports should be checked between the submission start date and the end of the submission period.
	May 7, 2021	Load date.	
	June 11, 2021	Winter/Spring end-of-term (3E) submission ends.	

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

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

HM/jt