MEMORANDUM

TO: District Career and Technical Center Directors

FROM: Henry Mack, Chancellor, Career and Adult Education

DATE: October 8, 2020

SUBJECT: **2020-21 Data Submission Cycle: District Secondary Career and Technical Education**

The purpose of this memorandum is to inform you of 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 and 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. Attached you will see the current data submission timetable for the 2020-21 reporting year. These dates are subject to change; any revisions will appear on the following web page:

http://www.fldoe.org/core/fileparse.php/7574/urlt/2021-surveydates.pdf.

The Florida Department of Education produces data verification reports that are available to districts. Your MIS office can provide you with these and/or locally generated reports for your review before each survey closes. These reports reflect what your district reported to the state for the survey. Some key data you should focus on are the following:

- CTE program enrollments
- Industry certifications reported (Survey 5 only)
- Career and professional academy enrollment

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	Submission Period	Survey Due Date	Final Update Date	Comments
Fall 2019	Survey 2	October 16, 2020	December 15, 2020	Validation reports should be checked between the state processing period and the final update date.
Spring 2020	Survey 3	February 19, 2021	April 15, 2021	Validation reports should be checked between the state processing period and the final update date.
End of Year	Survey 5	July 23, 2021	October 31, 2021	Validation reports should be checked before the final update date.

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 850-245-9005.

HM/jt