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## **MEMORANDUM**

**TO:** District Adult Education Directors  
District Career and Technical Education Directors  
Technical Center Directors

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

**DATE:** May 21, 2020

**SUBJECT:** **2020-21 Reporting Year Survey Dates and Number of Instructional Days in the Survey Windows and Potential 2019-20 Survey Date Adjustments Due to COVID-19**

The Division of Career and Adult Education is requesting information on the 2020-21 District enrollment periods used to submit data for postsecondary career and technical education (CTE) and/or adult general education (AGE). This is based on data submitted into the Workforce Development Information Systems (WDIS) during the three survey reporting windows: F, W, and S.

Please take a few minutes to complete the attached 2020-21 survey. Information included in the survey should represent your agencies period of enrollment which will be submitted for each survey period. It should not reflect the time period for submitting data. For example, the Survey S load date is July 2, 2020. We would not expect to see an end date of enrollment data (Box-B) that is equal to or later than July 2, 2020.

To assist, a set of instructions for completing the survey has been provided. Information provided should reflect both AGE and CTE activity. It is expected that districts adopt the same enrollment periods for reporting purposes for all workforce programs. Directors should work with their local Reports Coordinator to complete the survey.

In addition, as a result of agency closures due to COVID-19, we would like to know if your periods of enrollment have changed for the 2019-20 school year based on what was reported in your 2019-20 survey or survey dates.

To assist, your original (2019-20) survey of survey dates form to your agency is uploaded to a ShareFile folder located at <http://fldoe.sharefile.com>. Your reports coordinator will have access

Henry Mack  
Chancellor of Career and Adult Education

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to this folder. Please fill out the attached blank 2019-20 survey of survey dates workbook if your 2019-20 survey dates have changed and send it back to [Johnson.tan@fldoe.org](mailto:Johnson.tan@fldoe.org).

If your survey dates have not changed or you have already completed this information, no further action is needed.

Thank you for taking the time to submit this information and if you have any questions, please contact Johnson Tan at: [Johnson.Tan@fldoe.org](mailto:Johnson.Tan@fldoe.org). Please return the completed survey to [Johnson.Tan@fldoe.org](mailto:Johnson.Tan@fldoe.org) by July 10, 2020.

HM/jt

Attachments