

Class Size Reduction Timeline
FTE Survey 2
2008-09 Reporting

Date:	Action:
July 25, 2008	Leadership Academy Training – All Schools
August 8, 2008	TERMS Database Symposium – Pompano Beach High School
September 2, 2008	10 th Day Count – Data Review – Schedules need to be accurate and complete in TERMS.
September 16, 2008	20 th Day Count – Data Review
September 25, 2008	First send of “practice” Survey 2 data to FDOE for the purpose of calculating class size. Updates in TERMS finalized by 12:00 p.m.
September 30, 2008	Class Size Reports available from FDOE. Schools not in compliance will be notified.
September 30 – October 2, 2008	Schools make changes as necessary in TERMS.
October 2, 2008	Second send of “practice” Survey 2 data to FDOE for the purpose of calculating class size. Updates in TERMS finalized by 12:00 p.m.
October 7, 2008	Class Size Reports available from FDOE. Schools not in compliance will be notified.
October 7 – 9, 2008	Schools make changes as necessary in TERMS.
October 8, 2008	Last send of “practice” Survey 2 data to FDOE for the purpose of calculating class size. Updates in TERMS finalized by 12:00 p.m.
October 14, 2008	Class Size Reports available from FDOE. Schools not in compliance will be notified.
October 13-17, 2008	Survey 2 – FTE Survey Week Schools make changes as necessary in TERMS.
October 17, 2008	Last day of FTE Survey 2 data entry – 4:00 p.m. Snapshot of TERMS data taken. First send of Survey 2 data to FDOE.
October 21-23, 2008	Schools review and correct errors in both TERMS and External files.
October 23, 2008	First send of corrections made in External for Survey 2 data to FDOE. Updates in External finalized by 4:00 p.m.
October 28, 2008	Class Size Reports available from FDOE. Schools not in compliance will be notified.
October 28-30, 2008	Schools review and correct errors in both TERMS and External files.
October 30, 2008	Second send of corrections made in External for Survey 2 to FDOE. Updates in External finalized by 4:00 p.m.
November 4, 2008	Class Size Reports available from FDOE. Schools not in compliance will be notified.
November 4 – 6, 2008	Schools review and correct errors in both TERMS and External files.
November 6, 2008	Third send of corrections made in External for Survey 2 to the FDOE. Updates in External finalized by 4:00 p.m.
November 11, 2008	Class Size Reports available from FDOE. Schools not in compliance will be notified.
November 11- 13, 2008	Schools review and correct errors in both TERMS and External files.
November 13, 2008	Final send of External corrections for Survey 2 to FDOE.