

***Class Size Reduction Timeline
2011-12 FTE Survey Reporting***

FTE Survey 2

Date:	Action:
July 25, 2011	Class Size Reduction Website Daily Update Begins – All Schools
October 10-14, 2011	FTE Week for Survey 2 – Schools make changes as necessary in TERMS .
October 14, 2011	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, 2011	First send of corrections made in External* for Survey 2 to FDOE. Updates in External finalized by 12:00p.m.
October 28, 2011	Second send of corrections made in External* for Survey 2 to FDOE. Updates in External finalized by 12:00 p.m.
November 4, 2011	Third send of corrections made in External* for Survey 2 to FDOE. Updates in External finalized by 12:00 p.m.
November 11, 2011	Final send of External corrections by 4:00 p.m. for Survey 2 to FDOE.

FTE Survey 3

Date:	Action:
February 13-17, 2012	FTE Week for Survey 3 – Schools make changes as necessary in TERMS .
February 17, 2012	Last day of FTE Survey 3 data entry – 4:00 p.m. Snapshot of TERMS data taken. First send of Survey 3 data to FDOE.
February 24, 2012	First send of corrections made in External* for Survey 3 to FDOE. Updates in External finalized by 12:00p.m.
March 2, 2012	Second send of corrections made in External* for Survey 3 to FDOE. Updates in External finalized by 12:00 p.m.
March 9, 2012	Third send of corrections made in External* for Survey 3 to FDOE. Updates in External finalized by 12:00 p.m.
March 16, 2012	Final send of External corrections by 4:00 p.m. for Survey 3 to FDOE.

*** Any corrections made in External must also be made in TERMS.**