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Just Read, Florida!

Memorandum Number 06-14

May 15, 2006

TO: Community College Presidents
District School Superintendents

FROM: J. David Armstrong, Jr.
Cheri Pierson Yecke, Ph.D.

SUBJECT: Reporting Procedures for Adult General Education Enrollments

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The attached common procedures have been developed for the reporting of enrollments in adult general education courses offered by school districts and community colleges. A technical assistance paper containing guidelines for implementation is also attached. These procedures should be followed for the submission of data records for adult general education programs in the 2006-07 reporting year.

The procedures were developed over the course of the last several months with input from a number of Community College and Technical Center program and MIS staff members. Over the next few months, the procedures will be evaluated carefully to determine if any modifications are required and to determine their impact, if any, on funding. If you have any policy questions regarding these procedures, please contact Tara Goodman at (850) 245-9002. For technical assistance on the implementation of these procedures for data reporting, please contact Bill Carman at (850) 245-9495 or bill.carman@fldoe.org.

JDA/CPY/yh

Attachments

c: Community College Reports Coordinators
WEDDAC/MISATFOR Committee Members
Technical Directors
Occupational Deans