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Just Read, Florida!

October 16, 2008

MEMORANDUM

TO: Community College Presidents

FROM: Jay Pfeiffer, Deputy Commissioner
Accountability, Research, and Measurement

SUBJECT: 2008-09 FTE-1 Estimates
DUE: 5:00 p.m. EST, October 24, 2008

To assist the Florida Department of Education to reach its goal of *Quality Efficient Services*, it is important for the Community College System to provide accurate Full Time Enrollment (FTE) estimates to the Department. An Enrollment Estimating Conference is scheduled for November 4, 2008, to review the most recent 2008-09 FTE Estimates for the community colleges. The 2008-09 FTE-1 Estimates have been generated from the Student Data Base Summer End-of-Term and Fall Beginning-of-Term data. Each college needs to review the FTE-1 Estimates and make adjustments as needed. The FTE-1 Estimates include lower division FTE only. As directed by the Enrollment Estimating Conference, the non-credit FTE estimates, by program area, are the FTE for the prior year. The credit FTE estimates are generated the same as in the past.

Community College and Technical Center Management Information Systems (CCTCMIS) staff has created, in Excel, a form for the colleges to report adjustments. Instructions to access the Adjustments Form will be emailed to the Reports Coordinator at each college. Instructions for completing and submitting the Adjustments Form are attached.

JAY PFEIFFER
DEPUTY COMMISSIONER
ACCOUNTABILITY, RESEARCH, AND MEASUREMENT

Each college must submit a FTE-1 Estimates Submission Form to CCTCMIS. Attach to the Submission Form all narratives justifying the adjustments to the enrollment estimates. The Submission Form is attached. NOTE: A narrative justification must accompany the college response **even** if the enrollment growth is zero or negative. The adjustments **must** be based on factors other than the college's estimate and the justifications must explain these factors. The Enrollment Estimating Conference members expressly stated at prior meetings that a college's estimate is not an acceptable justification.

The data submission and the 2008-09 FTE-1 Enrollment Estimates Submission Form **must** be received by the Division by **5:00 p.m. EST, October 24, 2008**. The Submission Form is required.

Please email the completed 2008-09 FTE-1 Adjustments Form to robert.mcmullen@fldoe.org. Please FAX the 2008-09 FTE-1 Estimates Submission Form and narratives to FAX: (850) 245-9499.

If you have any questions, please call Robert McMullen at (850) 245-9501 or email robert.mcmullen@fldoe.org.

JP/rm

Attachments

c: Dr. Will Holcombe