



FLORIDA DEPARTMENT OF EDUCATION

JIM HORNE
Commissioner of Education



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Memorandum Number 03-09

February 13, 2003

MEMORANDUM

TO: Community College Presidents

FROM: J. David Armstrong, Jr.

SUBJECT: 2002-2003 FTE-2 Estimates

DUE: 5:00 p.m. EST, February 26, 2003

An Enrollment Estimating Conference is tentatively scheduled for March 5, 2003, to review the most recent 2002-2003 FTE Estimates for the community colleges. The FTE-2 Estimates have been generated from the Student Data Base Summer and Fall End-of-Term and Winter/Spring Beginning-of-Term data.

The Division is asking each institution to review the FTE-2 Estimates and to make adjustments as needed. When reviewing the estimates, it is important that the estimates by program area be accurate as well as the college total. Estimates will only include lower level FTE. Colleges with upper level courses need to report the upper level FTE separately.

The instructions for making adjustments to the FTE estimates (A.1) and the instructions for downloading/uploading data (A.2) are attached with this memo. The 2002-2003 FTE-2 Enrollment Estimates Submission Form (attachment A.3) **must** be filled out and returned by

J. DAVID ARMSTRONG, JR.
Chancellor, Community Colleges

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all colleges. Attach to the Submission Form any narratives to justify adjustments to the FTE estimates. The data submission and the 2002-2003 FTE-2 Enrollment Estimates Submission Form **must** be received by the Division by **5:00 p.m. EST, February 26, 2003**. The Submission Form is required.

Please FAX or mail the 2002-2003 FTE-2 ESTIMATES SUBMISSION FORM and narratives to:

Attn: Robert McMullen
Bureau of Research and Information Systems
Florida Community College System
Department of Education
1314 Turlington Building
325 West Gaines Street
Tallahassee, Florida 32399-0400

FAX: Suncom 278-9763
or (850) 488-9763

If you have any questions, please call Robert McMullen (ext. 153) at SUNCOM 278-8597 or (850) 488-8597.

JDA/rm

Attachments

c: Community College Reports Coordinators
Community College Chief Information Officers
Community College Business Affairs Officers