

FLORIDA DEPARTMENT OF EDUCATION



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Memorandum Number 03-19

June 5, 2003

MEMORANDUM

TO: Community College Presidents

FROM: J. David Armstrong, Jr.

SUBJECT: 2003-2004 FTE Enrollment Plan
DUE: June 27, 2003

The FTE Enrollment Plan (FEP) was developed to improve the enrollment planning capabilities of the Florida Community College System at both the state and college level. The Division is asking the colleges to review the latest FTE projections. To assist the colleges in verifying the FTE projections, the Division has provided data for Florida public high school graduates, Florida's population, and historical FTE. The FTE projections and related data are available for download from the Northwest Regional Data Center (NWRDC). For the FTE Enrollment Plan only, colleges have a choice between making adjustments to the Division's projections or using the college's own projections. Each college must use one or the other method but not both. The Division will carefully evaluate all projections and narratives. The Division will **not** accept projections that are not reasonable and fully justified. Per the Enrollment Estimating Conference, the FTE projections will be for **lower level courses only**. Instructions are attached.

Each college must submit a FTE Enrollment Plan Submission Form to the Division. Attach to the Submission Form all narratives justifying the projections in the enrollment plan.

J. DAVID ARMSTRONG, JR.
Chancellor, Community Colleges

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FLORIDA COMMUNITY COLLEGE SYSTEM

PUTTING MINDS TO WORK

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Please submit the FTE ENROLLMENT PLAN SUBMISSION form by **June 27, 2003** to:

Attn: Robert McMullen
Florida Department of Education
325 West Gaines Street, Suite 1324
Tallahassee, FL 32399-0400

Or Fax to SUNCOM 205-9499 or (850) 245-9499.

If you have any questions, please call Robert McMullen at SUNCOM 205-9501 or (850) 245-9501.

JDA/rm

Attachments