

State Board of Education

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MEMORANDUM

TO: Providers of Adult Education and Family Literacy, and English Literacy/Civics Education

FROM: Rod Duckworth

DATE: April 10, 2018 

SUBJECT: **Select Adult Education and Family Literacy Act Agencies
Submission of Supplemental Data to Validate the End of Year Performance Report
Webinar**

The purpose of this webinar is to provide information regarding the requirement that some agencies must provide supplemental data to validate their End-of Year Performance Report. In order to identify which agencies are required to submit supplemental data, the Division of Career and Adult Education (DCAE) has created two categories titled “Method 1” and “Method 2”.

Method 1: No additional supplemental data required. These agencies are not required to participate in this webinar.

- Agencies with a single geographic county service area funded who did not receive a Corrections grant.

Method 2: Required to submit supplemental data.

- Provide instructions in a multi-county geographic service area;
- Awarded Adult General Education (AGE) grant and Corrections Education grant
- Awarded Integrated English Literacy and Civics Education and Corrections Education grant.

Only agencies listed as **Method 2** (see attached list), are required to submit supplemental data to Florida Department of Education (FLDOE). Written procedures to upload the supplemental data will be provided to the **Method 2** agencies (ONLY) under separate cover. Therefore, **Method 2** agencies as indicated on the attachment are required to participate in the webinar. A scheduled webinar to discuss the supplemental data submission requirements **Method 2** agencies is listed below.

Funding Conference Call	April 18, 2018	10:00 a.m. - 11:00 p.m. EDT	Accessing the Conference Call Call number: 1-888-670-3525 Conference code: 4632608161 then #
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To locate information regarding this training, please access the website at:
<https://attendee.gotowebinar.com/register/6671566467155782401>

If you have any questions, please contact Marcy Sieg at Elsa.Sieg@fldoe.org or 850-245-9026.

RD/gsb

Attachments