

## CAPE MONTHLY PLANNING CALENDAR, 2018-19

### August

**17-18 Career-Themed Course 3rd registration window  
(including Dual Enrollment courses)**

**18-19 High School Academy registration opens**

**19-20 CareerSource Florida submission window opens**

#### **Recommended Activities**

*Collect information for 19-20 CareerSource Florida submission*

*Review 18-19 CCD and CTE Frameworks to ensure course/program codes are still active*

*Submit 17-18 Industry Certification format*

### September

**18-19 High School Academy Registration closes**

**18-19 Middle School Academy Registration opens**

#### **Recommended Activities**

*Submit 19-20 CareerSource Florida requests*

*Review summary reports on 17-18 data*

*Work with district MIS on 17-18 edit corrections and submit corrections*

### October

**19-20 CareerSource Florida submission window closes**

**17-18 Survey 5 closes**

**18-19 Middle School Academy registration closes**

**18-19 1st Career-Themed Course registration window  
opens (including Dual Enrollment courses)**

#### **Recommended Activities**

*Work with all schools, including charter schools, on identification of 18-19 Career-Themed Courses*

*Work with district MIS on 17-18 edit corrections and submit corrections*

### November

**18-19 1st Career-Themed Course (CTC) registration  
window closes**

#### **Recommended Activities**

*Review 17-18 student level data reporting in advance of the 18-19 FEFP, 3rd calculation*

*Submit data corrections for 17-18, Survey 5*

*Submit career-themed courses no later than November 20 and review and update records from Nov. 21-30*

### December

**18-19 FEFP 3rd calculation released**

#### **Recommended Activities**

*Review Appendix FF Career-Themed Course registrations with all schools and identify corrections for February update.*

### January

**18-19 FEFP 3rd calculation student level reports available  
(F71102 and F71297)**

#### **Recommended Activities**

*Review F71102 and F71297 reports*

*Work with district MIS on edits to 17-18 Survey 5*

*Review 18-19 FEFP calculation with district finance office*

*Prepare reports on required teacher bonuses*

*Review the DRAFT 19-20 CTE Frameworks and*

*Change Document for any potential course/program changes in advance of 19-20 student master calendar*

## CAPE MONTHLY PLANNING CALENDAR, 2018-19

### March

**18-19 Career-Themed Course (CTC) 2nd window  
(including Dual Enrollment courses)  
17-18 Survey 5 window closes**

**19-20 CareerSource Florida recommendations posted  
19-20 FLDOE submission window for the  
CAPE Industry Certification Funding List (ICFL)**

#### **Recommended Activities**

*Submit corrections to CTC registration  
Review the DRAFT 19-20 CTE Frameworks and  
Review Change Document for any course/program  
changes in advance of 19-20 student master calendar*

#### **Recommended Activities**

*Review Appendix FF summary with all schools and  
identify corrections  
Review the DRAFT 19-20 CTE Frameworks and  
Change Document for any potential course/program  
changes in advance of 19-20 student master calendar*

### April

**19-20 FLDOE submission window for CAPE ICFL closes  
19-20 CTE curriculum frameworks adopted by State  
Board of Education**

#### **Recommended Activities**

*Work with school and district MIS on  
18-19 Industry Certification format submissions*

### May

#### **Recommended Activities**

*Work with school and district MIS on  
18-19 Industry Certification format submissions*

### June

**19-20 Recommendations for new industry certifications  
released by FLDOE**

#### **Recommended Activities**

*Work with school and district MIS on  
18-19 Industry Certification format submissions*

### July

**18-19 Survey 5 data reporting window opens**

#### **Recommended Activities**

*Conduct final review of 18-19 Career-themed Course  
registrations for submission of final updates  
Work with school and district MIS on  
18-19 Industry Certification format submissions  
Identify academy and career-themed courses  
by school and begin collecting information for  
the 19-20 submission*