

# Typical Five-Year Plan Process

**VARIES**  
If an Educational Plant Survey approval is required, process a "Spot Survey" Amendment FDOE Approval Required

**SEPTEMBER**  
Five-Year Work Plan Transmittal to the State

**SEPTEMBER**  
Public Meeting & Board Workshop/Plan Adoption

**JULY/AUGUST**  
Local Government review of Draft Plan

**JULY**  
Posting/Distribution of Draft Plan

**OCTOBER**  
October FTE Actual Enrollment Utilization Monitoring

**DECEMBER / JANUARY**  
Annual Enrollment Projections First Year

**MARCH / APRIL**  
Five-Year Enrollment Projections

**APRIL / MAY**  
Enrollment Projections Comparison to Capacity

**MAY / JUNE**  
Address Verification Efforts  
Develop Planning Solutions:  
Program Shifts, Boundary Changes, New Capacity  
(Public Meeting & Board Workshop)

**JUNE**  
Capital Needs: Equity Mandates, New Programs, Ongoing Maintenance

**JUNE**  
Develop Draft Plan/Financial Reality Check (Public Meeting & Board Workshop)