## FLORIDA DEPARTMENT OF EDUCATION



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**CONTACT PERSONS** 

**NAME:** Mark Eggers

**Ruth Jones** 

PHONE: (850) 245-0351

(850) 245-0400

## **MEMORANDUM**

DATE: September 24, 2010

TO: **District School Superintendents** 

FROM: Linda Champion

SUBJECT: October 2010-11 FTE Survey Information

This document is intended to assist school districts in the reporting of full-time equivalent (FTE) students as required by Section 1011.62(1)(a), Florida Statutes.

The 2010-11 Florida Education Finance Program (FEFP) October FTE survey will be conducted the week of October 11-15, 2010. The FTE from this survey will be used in the third calculation of the 2010-11 FEFP. Please see the attached schedule of cost factors and program numbers for the 2010-11 fiscal year and the schedule of reporting deadlines.

"Date certain" for all schools in all school districts is Friday of survey week. "Date certain" is the specific time for setting the student's schedule on the local student course record. It is used for reporting the "FTE Earned, Course" data element.

> LINDA CHAMPION DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

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### FTE to be Reported

The 2010-11 FEFP provides funding for the 180-day regular school year except for certain specific exceptions. Students attending Department of Juvenile Justice (DJJ) facilities are funded for a 230- to 250-day school year. With the exception of DJJ facilities, Juveniles Incompetent to Proceed (JITP) programs, and the Florida Virtual School (FLVS), PK-12 courses offered beyond the regular school year are funded through the Supplemental Academic Instruction and Reading allocations. Although funding for such courses is not dependent on reported FTE, districts are still required to report summer non-funded FTE in the Automated Student Information System so that associated statistical reports can be generated.

## **Exceptional Education Student Record**

The records reporting FTE of students receiving exceptional education services (FEFP program numbers 111, 112, 113, 254, and 255) must have a matching exceptional education student record to generate funding under the FEFP.

## Classroom Identification, Florida Inventory of School Houses (FISH) Number

In order to generate funding under the FEFP, each teacher course record for courses taught in a school district classroom in surveys 2 and 3 must contain a valid classroom identification FISH number that matches a number on the FISH file.

## **General Information**

Please refer to the <u>FTE General Instructions 2010-11</u> for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. The system cut-off date for reporting October survey data is Friday, November 12, 2010. All database input must be complete as of this date. The attached form letter, which certifies the July and October **fundable** FTE, must be signed by the superintendent or designee and submitted no later than Thursday, November 18, 2010. The FTE survey unweighted funded FTE totals provided in this letter must match the totals reported in the database as of the system cut-off date. **Districts may use FTE Report 05.107 to verify FTE recorded in the database for use in the certification letter**. The information in this letter will be compared with the Department's report to ensure that accurate information is used in the FEFP funding formula. **Please note that only fundable FTE should be reported in the FTE certification letter.** 

The 2010-11 FEFP provides funding for more than 180 days only for students attending DJJ facilities, for students enrolled in JITP programs, and for successful completion of direct instruction courses from the FLVS. Therefore, the only fundable FTE presented in the FTE certification letter for the July survey should be for students attending DJJ facilities, which include Practical Academic Cultural Education Centers for Girls and Marine Institutes; for students enrolled in JITP programs; and for students successfully completing direct instruction courses from the FLVS.

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## For funding purposes, districts may not report summer FTE for franchises of the FLVS.

Section 1011.62(8), Florida Statutes, states, in part, "If a district transfers a program to another institution not under the authority of the district's school board, including a charter technical career center, the decline [in FTE] is to be multiplied by a factor of 0.15." Please notify the Office of Funding and Financial Reporting if this situation occurs in your district.

Report 60.021, "Supplemental FTE Data File List," is available upon request. This report provides Department of Children and Families, Department of Juvenile Justice, Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, and Industry Certified Career and Professional Academies Programs FTE by school. School districts can use this report to verify the FTE in these programs.

For additional information, consult the <u>DOE Information Database Requirements: Volume 1 - Automated Student Information Systems.</u>

Please call Mark Eggers (School Business Services) at (850) 245-0351 or Ruth Jones (Education Information and Accountability Services) at (850) 245-0400 if assistance is needed.

If it is necessary to fax hard-copy documentation to meet any of the above deadlines, please use the following fax number: (850) 245-9135.

LC/kj

Attachments

cc: FTE Administrators
MIS Directors
Finance Officers

## ATTENTION: KAREN JOHNSON

**Due Date: November 18, 2010** 

Date:	Fax Number: (850) 245-9135
Mark Eggers, Bureau Chief Florida Department of Education School Business Services 325 W. Gaines Street, Room 814 Tallahassee, Florida 32399-0400	
Dear Mr. Eggers:	
Information Database as indicated b	e fundable PK-12 FTE totals in the Department of Education by the final FTE report, File 05.107, for the July and October County School District. All appropriate schools are
	Total FEFP Fundable PK-12 FTE Florida Education Finance Program
July 2010 survey total	
October 2010 survey total	
	her than the Florida Virtual School, only Department of Juveniles Incompetent to Proceed programs FTE are fundable
Sincerely,	
Signature of District School Superin	ntendent or Designee

## ATTACHMENT B

# **Cost Factors and Program Numbers for 2010-11 Fiscal Year**

	Cost <u>Factors</u>	Program <u>Numbers</u>
Program/Category		
BASIC PROGRAMS		
K-3 Basic	1.089	101
4-8 Basic	1.000	102
9-12 Basic	1.031	103
K-3 Basic with ESE Services*	1.089	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.031	113
EXCEPTIONAL STUDENT EDUC	<u>ATION</u>	
Support Level 4	3.523	254
Support Level 5	4.935	255
ENGLISH FOR SPEAKERS OF		
OTHER LANGUAGES		
ESOL	1.147	130
CAREER EDUCATION		
Career Education 9-12	1.035	300

<sup>\*</sup> Include Prekindergarten Exceptional Students, if not Level 4 or Level 5.

# FTE Reporting Deadlines 2010-11 through 2013-14

#### 2010-11

Survey 1

Survey Week: July 12-16, 2010 Due Date: July 30, 2010

State Processing: July 26-September 17, 2010 Final Update/Amendment: September 30, 2010

Survey 2

Survey Week: October 11-15, 2010 Due Date: October 29, 2010

State Processing: October 18-November 12, 2010 Final Update/Amendment Date: March 31, 2011

Survey 3

Survey Week: February 7-11, 2011 Due Date: February 25, 2011

State Processing: February 14-March 11, 2011 Final Update/Amendment Date: July 31, 2011

Survey 4

Survey Week: June 13-17, 2011

Due Date: July 1, 2011

State Processing: June 27-July 15, 2011 Final Update/Amendment Date: August 31, 2011

#### 2012-13

Survey 1

Survey Week: July 9-13, 2012 Due Date: July 27, 2012

State Processing: July 23-September 14, 2012 Final Update/Amendment: September 30, 2012

Survey 2

Survey Week: October 8-12, 2012 Due Date: October 26, 2012

State Processing: October 15-November 9, 2012 Final Update/Amendment Date: March 31, 2013

Survey 3

Survey Week: February 11-15, 2013

Due Date: March 1, 2013

State Processing: February 18-March 15, 2013 Final Update/Amendment Date: July 31, 2013

Survey 4

Survey Week: June 17-21, 2013

Due Date: July 5, 2013

State Processing: July 1-19, 2013

Final Update/Amendment Date: August 31, 2013

## 2011-12

Survey 1

Survey Week: July 11-15, 2011 Due Date: July 29, 2011

State Processing: July 25-September 16, 2011 Final Update/Amendment: September 30, 2011

Survey 2

Survey Week: October 10-14, 2011 Due Date: October 28, 2011

State Processing: October 17-November 11, 2011 Final Update/Amendment Date: March 31, 2012

Survey 3

Survey Week: February 13-17, 2012

Due Date: March 2, 2012

State Processing: February 20-March 16, 2012 Final Update/Amendment Date: July 31, 2012

Survey 4

Survey Week: June 11-15, 2012 Due Date: June 29, 2012

State Processing: June 25-July 13, 2012

Final Update/Amendment Date: August 31, 2012

#### 2013-14

Survey 1

Survey Week: July 8-12, 2013 Due Date: July 26, 2013

State Processing: July 22-September 13, 2013 Final Update/Amendment: September 30, 2013

Survey 2

Survey Week: October 14-18, 2013 Due Date: November 1, 2013

State Processing: October 21-November 15, 2013 Final Update/Amendment Date: March 31, 2014

Survey 3

Survey Week: February 10-14, 2014

Due Date: February 28, 2014

State Processing: February 17-March 14, 2014 Final Update/Amendment Date: July 31, 2014

Survey 4

Survey Week: June 16-20, 2014

Due Date: July 7, 2014

State Processing: June 30-July 18, 2014 Final Update/Amendment Date: August 31, 2014