

**Florida Department of Education  
Bureau of PK-20 Education Data Warehouse  
and Office of Funding and Financial Reporting**

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# **FTE General Instructions 2017-18**



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# ***FTE General Instructions***

## **2017-18**

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# Introduction

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The “FTE General Instructions 2017-18” includes new items and items that have been revised for clarification.

Pg. vii Added Appendix F (Student Transportation) to FTE General Instructions.

Pg. 7 Added FLEID as a record identifier.

Pg. 15 Added language emphasizing the documentation of student time and attendance for OJT and DCT programs.

Pg. 16-17 FTE Amendment dates have changed.

Pg. 21 Out of state restrictions for Academic Dual Enrollment are removed.

Pg. 25 Removes blended learning requirement for online instruction in classroom setting at the school.

Pg. 34 Dates for state processing have changed.

Pgs. 36-37 Revised language on entering FTE for students in McKay program.

Pg. 38 Removes enrollment conditions for Florida Virtual School (FLVS) students

Pg. 47 Removes enrollment conditions for FLVS Franchises.

Pg. 54 Courses added to Appendix E.

## Overview

The 2017-18 Florida Education Finance Program (FEFP) provides funding for a 180-day regular school year, or the hourly equivalent of 180 days, with the following exceptions:

- Department of Juvenile Justice (DJJ) programs;
- Juveniles Incompetent to Proceed (JITP) programs;
- The Florida Virtual School (FLVS); and
- Virtual instruction programs and virtual charter schools for the purpose of course completion and credit recovery pursuant to Sections 1011.61, 1002.45 and 1003.498, Florida Statutes (F.S.).

However, Supplemental Academic Instruction (SAI) Allocation and the Reading Allocation funds may be used for PK-12 courses offered beyond the regular 180-day school year, including intersessions. Even if no associated funding is provided, districts are required to report summer school FTE, including the FTE associated with extended school year programs and summer reading programs, for use by the Department of Education (DOE) in preparing statistical reports, reviewing participation in selected summer programs, and planning for student growth.

Courses offered by the FLVS, franchises of the FLVS, district virtual instruction programs, district virtual course offerings, virtual courses delivered on a public school campus, and virtual charter schools will be funded on the basis of successful course completion. Details on the reporting of FTE for students in these virtual education programs can be found in Appendix D.

Section 1003.57, F.S., prohibits non-Florida-resident exceptional students with disabilities who reside in a residential facility and receive special education or services from being reported for FTE funding through the FEFP. It further provides that the cost of instruction, facilities, and services for non-Florida-resident students with disabilities be provided by the placing authority in the student's home state of residence (e.g., public school entity, parent, other placing authority). It also provides that the Florida residential facility where the student is placed is responsible for billing and collecting payments from the placing authority.

Please refer to Appendix B for FEFP programs that are eligible for FTE reporting and funding for the current school year.

"Date certain" is the Friday of survey week.

Adult postsecondary career and technical education and adult general education programs are funded through Workforce Development. All adult postsecondary career and technical education and adult general education program information is reported through the Workforce Development Information System (WDIS), with

the exception of career postsecondary dual enrollment, which the district of enrollment is eligible to earn funding under the FEFP.

These instructions explain the methodology for reporting eligible prekindergarten through grade 12 FTE by student by course. The instructions are organized as follows:

1. The first section outlines general guidelines for reporting, including general procedures, survey periods, eligibility criteria, definitions, and information regarding FTE reporting for unique scheduling approaches, such as year-round schools and extended school year.
2. The second section describes FTE recalibration to 1.0 and reporting guidelines.
3. The third section provides specific procedures, including record reporting, FTE calculation, the edit process, and procedures specific to PK-12 education.
4. The fourth section provides special instructions for reporting Advanced Placement courses, International Baccalaureate courses, Advanced International Certificate of Education courses, Industry-Certified Career Education courses, Online Course Requirements, Early High School Graduation, Dual Enrollment courses, Blended Learning courses, Virtual courses delivered on a public school campus, Dropout Prevention Programs, and students enrolled in certain specific program areas. Instructions are also provided for students enrolled in nonpublic schools or home education programs who receive instructional services at public institutions and for hospital/homebound students.
5. The fifth section provides information on local record-keeping procedures.
6. Appendix A provides the schedule of state processing dates.
7. Appendix B provides a list of FEFP programs eligible for FTE funding.
8. Appendix C provides reporting requirements for students participating in the John M. McKay Scholarships for Students with Disabilities Program.
9. Appendix D provides virtual school student reporting instructions.
10. Appendix E provides a list of Course Code Directory courses that do not generate FTE for FEFP funding.
11. Appendix F provides the Student Database Reporting Requirements for Student Transportation (Surveys 1, 2, 3, and 4).

# General Guidelines for Reporting

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## Regular School Year

A separate Student Course Schedule format record must be reported for each class in which a PK-12 student is in membership during each Survey Period, **regardless** of the funding eligibility of that student, to participate in the FEFP. This requirement includes students not eligible because of attendance and students funded through the Supplemental Academic Instruction (SAI) Allocation or the Reading Allocation.

The survey periods for record determination are set annually by the Commissioner of Education. For FTE reporting, the survey periods cover the following time frames:

1. **Survey Period 1 (July)** covers the time period from the beginning of the fiscal year (July 1) to the beginning of the defined 180-day school year.
2. **Survey Period 2 (October)** covers the first 90 days of the 180-day school year.
3. **Survey Period 3 (February)** covers the second 90 days of the 180-day school year.
4. **Survey Period 4 (June)** covers the period from the end of the 180-day school program to the end of the fiscal year (June 30).

An additional Survey Period, **Survey Period 5**, covers reporting of prior school year data including the Advanced Placement, Advanced International Certificate of Education, and International Baccalaureate programs. Supplemental FTE for successful completion of a career-themed course pursuant to Sections 1003.491, 1003.492, 1003.493, and 1003.4935, F.S., and issuance of the highest level of industry certification is also reported in Survey 5. Students who graduate early during the 2017-18 fiscal year under Section 1011.62(1)(p), F.S., will also be reported in Survey 5. The data for this survey period covers the entire school year and is due at the beginning of August. **It is critical that districts correctly report the FTE associated with these programs during the survey period processing time frame.**

## Hourly Equivalent to 180-Day School Year

Each school district that participates in the state appropriations for the FEFP must operate all schools for a term of 180 actual teaching days as prescribed by Section 1011.60(2), F.S., or the hourly equivalent of 180 actual teaching days, as prescribed in Rule 6A-1.045111, Florida Administrative Code (F.A.C.) The hourly equivalent for kindergarten through grade 3 is 720 instructional hours and 900 instructional hours for students in grades 4 through grade 12. **Note:** Time allotted for lunch and changing class periods should not be reported as part of the “FEFP Membership Minutes, Weekly” data element.



## End-of-Course Assessment

For each full-time student who passes a statewide standardized end-of-course assessment without ever being enrolled in the corresponding course, the district may report  $\frac{1}{6}$  of an FTE per course as prescribed in Section 1011.61(1)(c)1.b.(VIII), F.S. These students should be reported in Survey 4 on the Student Course Schedule format. These students should be reported under FEFP program numbers 103 or 102 in period number 9800. Funding for these students will be calculated in the Final FEFP calculation.

## Extended School Year Survey Periods

An extended school year program is separate and distinct from year-round school programs and summer school programs. Extended school year programs are a true extension of courses provided during the second semester of the regular 180-day school year with no break in instruction. Supplemental Academic Instruction allocation funds may be used for extended school year programs.

**The records for students attending the extended days of the school year must contain a Year-Round/Extended School Year FTE Indicator code of “B” to indicate that the record being reported is for extended school year instruction. The records for the first 180 days are reported as any other 180-day school year records.**

Extended school year survey periods for record determination and FTE reporting are reported in Survey 4 (June) and Survey 1 (July) and are not eligible for FEFP funding.

## Year-Round School Program Survey Periods

Survey periods for the Year-Round School Program are the same as for the regular fiscal year. The following descriptions specify how the count weeks are determined and how they are used in determining attendance and membership for FTE eligibility.

### Regular School Year Reporting

Year-round schools should report the first 90 days of their regular 180-day school year in Survey 2 and the second 90 days of their regular 180-day school year in Survey 3, regardless of when the tracks are in session.

### Tracks Not in Session

If it is survey week and the year-round school student track is not in session, then the last five days that the track was in session prior to survey week for both the October and February survey periods become the established survey period. Use the final five days for survey week and the preceding six scheduled class days for determining eligibility, and conduct the count in the normal manner. All current procedures for date certain and other related count issues apply.

## Intersession

If the student is participating in instruction beyond 180 days during an off-track period, the *FTE Reported, Course* for that student shall be reported in the survey period when the instruction occurs. For example, if the instruction occurs during the time frame covered by Survey Period 2, the FTE by student by course should be reported for that period either during the normal processing time for Survey Period 2 or as an amendment to Survey Period 2.

Intersession survey week should be established by using the middle day/middle week of the period. Determine attendance and membership for eligibility in the normal manner. **The records submitted for state processing must contain a Year-Round/Extended School Year FTE Indicator code of “A” to indicate that the FTE being reported is for “beyond 180-day” instruction.**

## Alternate Survey Period

Rule 6A-1.0451(2), F.A.C. states:

The Commissioner shall have the authority to establish for any school district or school an alternate date for an FTE student membership survey or transported student membership survey within nine (9) weeks of the regular statewide survey if evidence is submitted by the school district that indicates an abnormal fluctuation in student membership has occurred at the time of the statewide survey. The alternate date shall be established by the Commissioner prior to conducting the survey. In determining what constitutes an abnormal fluctuation, the Commissioner shall examine the historical trends in student membership and limit consideration to changes in which there is a variation in excess of twenty-five (25) percent in any school, or five (5) percent in the district between the membership count at the time of the statewide membership count and the alternate membership count due to factors such as major student boycotts; civil disturbances; in-migration or out-migration in agricultural, industrial, and federal installations or contractors; or providential causes beyond the control of the district school board.

Section 1003.52(13)(c), F.S., states that district school boards are required to request an alternative FTE survey for DJJ programs experiencing fluctuations in student enrollment.

The alternate survey date must be established by the Commissioner prior to conducting the scheduled statewide survey. If the commissioner of Education approves an alternate survey period, the alternate survey data shall be used in place of the regular survey FTE and associated data, provided the FTE meets the percentage requirements specified in the rule.

When the district requests an alternate survey, the letter of response from the DOE will include specific directions for confirmation of alternate survey results. If an alternate survey is approved, the district must still complete the originally scheduled survey and report the data for both the scheduled survey and the alternate survey.

## **Courses Eligible for FEFP Funding During Regular 180-Day School Year**

During Survey Periods 2 and 3, PK-12 students are eligible to earn FTE if the class meets or is scheduled to meet during the survey week and the student meets both program membership and attendance requirements. In addition, Student Course Schedule records should be transmitted for students in PK-12 programs/classes that operate outside of survey week during the time frame covered by the Survey Period. Please see Appendix D for virtual school student reporting requirements.

## **Courses Reported Beyond Regular 180-Day School Year (Summer School and Year-Round School Intersessions)**

PK-12 courses offered beyond the regular 180-day school year, including intersessions, except DJJ programs, Juveniles Incompetent to Proceed (JITP) programs, and FLVS courses, are not funded through the FEFP. The FTE for intersession and summer school courses is reported even though the FTE does not earn FEFP funds.

For the purpose of course completion and credit recovery pursuant to Sections 1002.45 and 1003.498, F.S., virtual instruction programs and virtual charter schools may operate beyond the regular 180-day school year, in accordance with Section 1011.61(1)(c)2., F.S., and may report FTE for funding through the FEFP. Please refer to Appendix D for more detailed reporting instructions.

The following summer school criteria/guidelines must be followed:

1. Report the FTE for courses offered beyond the 180-day school year as described in the section “Reporting *FTE Reported, Course* for Summer Sessions.”
2. A student in cooperative education or other programs incorporating on-the-job training, including apprenticeship, shall not be counted for more than 25 hours per week **in all programs**.
3. Do not report the FTE for enrichment or recreation courses.

**Note:** If reporting FTE for students in schools using a calendar with fewer than 1200 minutes per week for students in grade levels PK-3 or fewer than 1500 minutes a week for grade levels 4-12, for more than 180 instructional days, but not exceeding beyond the last day of the fiscal year (June 30), then see Step 7, Paragraph C in the “Specific Guidelines for Reporting” section of these instructions.

# Recalibration of FTE to 1.0

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All student FTE enrollment is capped at 1.0 FTE, except for FTE reported by DJJ students beyond the 180-day school year and FTE related to the John M. McKay Scholarships for Students with Disabilities Program. School districts should report all FTE enrollment regardless of the 1.0 FTE cap.

The Department of Education (DOE) will combine all FTE enrollment reported for the student by all districts, including FLVS. The DOE will then recalibrate all reported FTE enrollment for each student to 1.0 FTE, if the sum of all reported FTE for the student exceeds 1.0 FTE. The FTE reported for DJJ FTE enrollment earned beyond the 180-day school year and FTE related to McKay Scholarships are not included in the recalibration to 1.0 FTE.

If a student only has FTE enrollment reported in one survey of the 180-day school year (Survey 2 or Survey 3), the FTE reported will be capped at 0.5 FTE, even if FTE is reported in Survey 1 and/or Survey 4, with exception to FTE reported by DJJ students beyond the 180-day school year and FTE related to McKay Scholarships.

# Specific Guidelines for Reporting

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## Determining FTE Reported by Student and Course for Classes Operating During Survey Week

For all classes operating during the survey week, the following procedures must be used to determine which student course schedules are reported.

### Step 1: Setting “Date Certain”

“Date certain” for each survey will be the Friday of survey week. This applies to all schools in all school districts. The “date certain” during the FTE survey week is the specific time for setting the student's schedule as mentioned in the step below.

### Step 2: Student Course Schedule Record

A local student course record containing all of the elements that will be used in reporting *FTE Reported*, *Course* and for meeting other state information requirements must be developed for each course in which the student is in membership.

For more information regarding data elements, please see the student data element requirements at <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2017-18-student-info-system/index.stml>. The following must be included in the record:

- A. Record Identifiers
  - 1. District Number, Current Enrollment
  - 2. School Number, Current Enrollment
  - 3. Student Number Identifier, Florida
  - 4. Florida Education Identifier (FLEID)
  - 5. Survey Period Code
  - 6. Fiscal Year
  
- B. Course Identifier Information
  - 1. District Number, Current Instruction
  - 2. School Number, Current Instruction
  - 3. Term

4. Course Number
5. Section Number
6. Period Number
7. Days per Week
8. Class Minutes, Weekly
9. FEFP Membership Minutes, Weekly (set to 0000 [all zeroes])
10. FEFP Program Number
11. FTE Reported, Course (set to 0000 [all zeroes])
12. FTE Eligibility Flag

C. Other Data

1. Grade Level
2. Alias Number Identifier
3. English Language Learners: Instructional Model
4. Year-Round/Extended School Year FTE Indicator
5. Dual Enrollment Indicator
6. Career and Technical Education/Adult General Education Program Code
7. Location of Student

### Step 3: Membership/Enrollment

Each PK-12 student must meet the membership requirement as discussed in this paragraph to **be eligible to be reported**, and must also meet the attendance requirement discussed in Step 4 to **be eligible for funding**. On the Friday of survey week, the district must capture the student course schedule for **each student** who is on the membership roll for that week.

If the student has at least one day of membership during survey week, the student meets the membership requirement and is eligible for reporting. The student is in membership when he or she is **officially assigned** to a course or program by a school or district.

**Students who are not in membership during survey week should not be reported for FTE.** For example, if the student's last day of membership is Friday prior to survey week, the student does not meet the membership requirement and is not eligible to be reported.

For those PK-12 students who are not eligible to earn funding through the FEFP, but are still on the district's membership roll (e.g., summer school students exclusive of DJJ and JITP students, and other students not eligible to earn FTE through the FEFP), the district must submit all records with all elements completed with valid information. For students who are not funded through the FEFP, the district should report 999 as the *FEFP Program Number* and 0000 (all zeroes) for *FTE Reported, Course*. These records should be sent along with the records that will be addressed in Steps 4-10.

Also, the FTE for intersession and summer school courses is reported even though the FTE does not earn FEFP funds. Please refer to the section "Courses Reported Beyond Regular 180-Day School Year (Summer School and Year-Round School Intersessions)" for more information.

#### **Step 4: Attendance**

To receive FEFP funding for students, the district must determine whether students who have met the membership requirement have also met the attendance requirement outlined below. Using the Automated Student Attendance Record Keeping System, the district must verify that the student has been in attendance during the 11-day window.

A student is considered to have met the attendance requirement if the student has been in attendance at least one day of survey week or on one of the six scheduled school days preceding the survey week when the school was in session. If school is not scheduled on a day during survey week (five day window), an additional day may not be added to the survey week (five day window).

It should be noted that when the procedures outlined in the DOE Information Database *Attendance Procedures* are applied, **the appropriate withdrawal code is shown on the day following the last day of membership.**

FTE eligibility as related to attendance for students in grades PK-12 is not determined on a course-by-course basis; instead, it is **determined on a daily basis**. The documentation that verifies that the student met the attendance requirements for FTE eligibility must be maintained for a period of three years or until all applicable audits have been completed, whichever is longer.

For all students who meet the attendance requirements, Steps 5-9 must be followed. For those students who DO NOT meet the attendance requirements, set the FTE Eligibility Flag to "N" and convert the record to the State Student Course Schedule format. The *FTE Reported, Course* field should be set to 0000 and the FEFP Program Number should be 999. Go to Step 9 for details regarding continued processing of those records.



The FTE for intersession and summer school courses is reported even though the FTE does not earn FEFP funds. Please refer to the section “Courses Reported Beyond Regular 180-Day School Year (Summer School and Year-Round School Intersessions)” for more information.

### **Step 5: Verification**

For all students who meet the attendance requirements specified in Step 4, the district must verify that the course number referenced in the local student course record is a valid and fundable course number listed in the official Course Code Directory for the reporting year or is in the Statewide Course Numbering System, and that the proper FEFP program number has been assigned to the course for that student. Private postsecondary course numbers are valid for courses in which a student is dually enrolled at such an institution.

Additionally, program membership through the various selection and placement procedures must be verified for students who are in special program categories. Audit records must be maintained for program membership as defined in the Local Record Keeping Procedures section. Other elements should be completed and verified as they relate to that course for that student.

### **Step 6: FEFP Program Number Assignment**

Report all student course records using the appropriate FEFP program number. Please refer to Appendix B for a list of FEFP programs and program cost factors.

Generally, students reported for funding in Programs 111, 112, 113, 254, or 255 should have their entire schedule reported under these program numbers, even if they are participating in ESOL or Career Education courses. There may be exceptions, including some hospital/homebound and dual enrollment students. Refer to the appropriate sections of this FTE General Instructions for more information.

In addition, FEFP Program Number 300 should be used when reporting secondary career education courses for students in grades 9-12. However, if students are reported for funding in Programs 111, 112, 113, 254, or 255, their entire schedule should be reported under these program numbers, even if they are participating in Career Education courses.

Use FEFP Program 999 for students who are not eligible for FEFP funding. Examples of students and courses that do not meet FEFP eligibility requirements include:

- Voluntary Prekindergarten (VPK) students (except for any time they are receiving part-time ESE services at the public school);
- Full-time Prekindergarten students (except for those receiving ESE services under FEFP 111, 254, 255);
- Students not meeting the attendance requirements;

- Dual enrollment laboratory courses funded through the corresponding lecture courses;
- Courses in the Course Code Directory identified as not generating FTE funding (see Appendix E);
- Students in grades 7 through 12 who are enrolled for more than four semesters in exploratory career education; and
- Private school students served with Individuals with Disabilities Education Act (IDEA) funds.

Pursuant to Section 1004.925, F.S., all automotive service technology programs must be industry certified. The State Board of Education adopted Rule 6A-6.05731, F.A.C., regarding the certification requirements for these programs. Effective with the 2013-14 school year, students enrolled in automotive service technology education programs that are not industry certified are not eligible to be reported for state funding.

For any school with enrollments in automotive service technology programs in 2010-11, fundable FTE may not be reported for students in 2017-18 until such time as the program is certified in accordance with the law and State Board of Education rule. For programs established after 2010-11, school districts have three years for their programs to become certified.

For information about courses in automotive service technology programs, please see the career and technical education curriculum frameworks at <http://fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks>. Courses not eligible for FEFP funding should be reported using Program 999.

### **Step 7: Reporting FTE Reported, Course**

The number of hours for which a PK-3 student may report FTE is based on 720 hours per 180-day school year and 900 hours per 180-day school year for students in grades 4-12, with the exception of DJJ students and JITP students. (See the section on FTE Calculation and Reporting for Students in Department of Juvenile Justice Educational programs.)

To carry out the necessary calculations prior to creating the State Student Course Schedule format, certain conversions must be made to instructional time for specific students identified below to base instructional time on 1500 minutes weekly for all students. Please see the formulas below for conversion methodology.

- A. Students in Grade Level PK-3: FTE per minute for Survey 2 or 3 is equal to 0.00041667 FTE. **To determine the amount of FTE to report, multiply the number of *Class Minutes, Weekly* by 0.00041667, and round up to the 4<sup>th</sup> decimal place.**

***Class Minutes, Weekly X 0.00041667 = FTE***

Example: 250 *Class Minutes, Weekly* x 0.00041667 = 0.1042 FTE

- B. Students in Grade Level 4-12: FTE per minute for Survey 2 or 3 is equal to 0.00033333 FTE. **To determine the amount of FTE to report, multiply the number of *Class Minutes, Weekly* by 0.00033333 and round up to the 4<sup>th</sup> decimal place.**

***Class Minutes, Weekly X 0.00033333 = FTE***

Example: 250 *Class Minutes, Weekly* x 0.00033333 = 0.0834 FTE

- C. Students in Grade Level PK-3 using a 720 hour school year with less than 20 hours of instruction weekly with more than 180 days and not exceeding beyond the last day of the fiscal year (June 30):

For Surveys 2 and 3, use the corresponding grade level from Step 7A above to determine the amount of FTE to report.

Instruction that occurs beyond the 180-day school year in the situation described above should be reported in Survey 4. To calculate the FTE for the instruction that occurs beyond the 180-day school year, divide the scheduled hours for the instructional days beyond the 180 days by 720 for grades PK-3. Then use the corresponding grade level category A from above to determine the amount of FTE to report.

Instruction reported in Surveys 2, 3, and 4 will be combined and recalibrated appropriately for students in schools using a 720 hour school year with less than 20 hours of instruction weekly with more than 180 days and not exceeding beyond the last day of the fiscal year (June 30).

**Note:** Schools using a 720 hour school year with less than 20 hours of instruction weekly must be indicated in the Master School ID (MSID) file.

- D. Students in Grade Level 4-12 using a 900 hour school year with less than 25 hours of instruction weekly with more than 180 days and not exceeding beyond the last day of the fiscal year (June 30):

For Surveys 2 and 3, use the corresponding grade level from Step 7B above to determine the amount of FTE to report.

Instruction that occurs beyond the 180-day school year in the situation described

above should be reported in Survey 4. To calculate the FTE for the instruction that occurs beyond the 180-day school year, divide the scheduled hours for the instructional days beyond the 180 days by 900 hours for grades 4-12. Then use the corresponding grade level category B from above to determine the amount of FTE to report.

Instruction reported in Surveys 2, 3, and 4 will be combined and recalibrated appropriately for students in schools using a 900 hour school year with less than 25 hours of instruction weekly with more than 180 days and not exceeding beyond the last day of the fiscal year (June 30).

**Note:** Schools using a 900 hour school year with less than 25 hours of instruction weekly must be indicated in the MSID file.

### **Determining FTE Reported, Course**

After equalizing the value of *Class Minutes, Weekly* for the students in the previous section, the following is required for all courses during Survey Periods 2 and 3:

- A. Using the course records from Step 6, determine the number of FEFP membership minutes the student is in membership for the first course. Using that value of *FEFP Membership Minutes, Weekly*, multiply the appropriate FTE per minute factor in this section to calculate the value of *FTE Reported, Course*. This value will be reported as the *FTE Reported, Course* for that course.
- B. For each subsequent course record for a student, repeat the process in Step A above. The resulting value is then added to the aggregated value of *FTE Reported, Course*. Repeat this process until there are no courses remaining to be considered for the student. A student's total reported FTE may exceed 1.0 FTE, prior to the recalibration by the DOE.

### **Reporting Block-Scheduled Classes for FTE**

Districts in which schools are scheduling classes that rotate lengths or offerings from one week to the next must report these classes in the manner described below. Block scheduling of this type is reported as an average of the time students are scheduled in classes.

In order to properly report the block schedule:

- A. Determine the student's eligibility for reporting as it is normally determined.

- B. Add together the time the student is in each of the classes for the span of time being reported. This will include the survey week and the other weeks of the valid scheduling option.
- C. Use an average of the *Class Minutes, Weekly* to determine the value of *FTE Reported, Course*.

Example: A student is block scheduled for 10 hours of a math course and 10 hours of a science course for alternating weeks. During survey week, the student's schedule reflects 10 hours of the math course and 0 (zero) hours of the science course. For the week following survey week, the student's schedule reflects 0 (zero) hours of the math course and 10 hours of the science course. For survey week, the student's time for calculating FTE should be based on an average of five hours for the math course and five hours for the science course.

### **Reporting FTE Reported, Course for Summer Sessions**

Within the PK-12 education program, if the June (Survey 4) or July (Survey 1) summer school period is scheduled so that it takes place outside the regularly scheduled survey week period, then a separate survey week will be established to count these students. The middle day or middle week of the summer period should be used as the basis for establishing the survey week. The same survey week is established for reporting both FTE students and transported FTE students.

FTE must be reported in the fiscal year when the instruction occurs. The FTE for instruction that occurs in June must be reported in the June survey (Survey 4) and the FTE for instruction that occurs in July must be reported in the July survey (Survey 1).

To calculate summer school FTE, divide scheduled hours for the summer session by 720 for grades PK-3 or 900 hours for grades 4-12. This section does not apply to Virtual Instruction Courses.

For other information regarding summer school reporting, please refer to the previous discussion in this document, "Courses Reported Beyond Regular 180-Day School Year."

### **Reporting FTE Reported, Course for End-of-Course Assessments**

For full-time students who pass a statewide standardized end-of-course assessment without ever being enrolled in the corresponding course, the district may report 1/6 of an FTE per course. These students should be reported in Survey Period 4 and will be funded in the Final FEFP calculation. The district must submit a Student Course Schedule record with the Course Number corresponding to the

end-of-course assessment passed and a Period Number of 9800. No matching Teacher Course record is required.

### **Step 8: Local Edit Process**

Using the records and all of the reported values of *FTE Reported, Course*, the district must apply certain edits prior to conversion of the district records to the State Student Course Schedule format.

Among the specific edits to be performed, as they relate to FTE elements, are:

#### **A. OJT and DCT**

Students who are enrolled in Course Numbers that are on-the-job training, cooperative training, or similar programs that include training at **non-school** sites must have **all time spent at school sites counted as part of membership hours**. Total membership hours for school site, non-school site, on-the-job training, and cooperative training programs shall not exceed 25 hours per week of membership. Total membership hours in such cases may not exceed normal student membership hours for students in that school. The district must keep appropriate documentation of the student's time and attendance (e.g., time card or other similar documentation).

Districts should report the time a student is enrolled in and scheduled to participate in the work-based activity. For example, if a student is scheduled to work nine hours a week in OJT and the student was sick four of the nine hours, the nine scheduled hours is still reported. The student must meet the membership and attendance requirements as outlined in Step 3 and Step 4 of this document.

#### **B. Pullout Classes**

Pullout classes must be properly identified and reported with the appropriate period number. Also, the *Class Minutes, Weekly* must be adjusted for both the class from which the student was pulled and the class being reported as a pullout class.

#### **C. Prekindergarten FTE**

Prekindergarten students are not eligible for funding under the FEFP with the exception of:

1. Children of students in the Teenage Parent program reported using course number 5100560 (Prekindergarten, Other) in FEFP Program Number 101;
2. Students ages 3 and older with Grade Level PK who are reported in FEFP Program Numbers 111, 254, or 255 (excluding students who are gifted); and

3. Students under age 3 reported in FEFP Program Numbers 111, 254, or 255 with disabilities (Exceptionality, Primary).

VPK students taught by the school district should be reported using course numbers 5100580 (regular school year) and 5100590 (summer). VPK students should be reported with FEFP Number 999 since they are not funded through the FEFP (except for any time they are receiving part-time ESE services at the public school).

Also, some part-time PK students may be reported for time receiving ESE services for ESE programs that are funded through the FEFP. The student should only be reported in an ESE program for the time receiving ESE instruction. Any remaining time should be reported as FEFP Program Number 999.

#### D. Survey Period Code

Except as indicated in Appendix D, the Survey Period Code must be valid for the period covered by the data. For example, if the data are being reported for the first 90 days of the 180-day school year, the Survey Period Code must be 2.

#### E. Verification of Requirements

Verify that the requirements of Section 1001.42, F.S., and Rule 6A-1.09441, F.A.C., have been met as they relate to the reporting of students under the FEFP.

### **Step 9: Conversion to Student Course Schedule Format**

Convert all district course records to the State Student Course Schedule format for running edits supplied by the DOE.

### **Step 10: Audit File**

Create an audit file that must be retained until all audits are performed by **both the DOE and the Office of the Auditor General**.

### **Step 11: FTE Amendments**

Rule 6A-1.0451(4), F.A.C., allows districts to make amendments to their FTE Student Membership surveys, or inform the DOE of any claim or dispute pertaining to the FTE student membership reflected in the DOE's FTE student membership or recalibration reports, in accordance with the following schedule:

Survey Period 1 (July) may not be amended after September 30, following the survey;

Survey Period 2 (October) may not be amended after December 15, following the survey;

Survey Period 3 (February) may not be amended after April 15, following the survey; and

Survey Period 4 (June) may not be amended after August 15, or until a membership survey audit has been completed, whichever takes place first.

Districts are encouraged to pay special attention to the error reports provided and make amendments accordingly. **When Student Course Schedule records are submitted for reporting FTE, matching Student Demographic Information, Teacher Course records, Prior School Status/Student Attendance, and Exceptional Student Education records for students with active Individual Education Plans must also be submitted in order to avoid nulling of FTE.**



# Additional Instructions/Information

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Add-on bonus FTE submitted in Survey 5 for Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, Industry-Certified Career Education and Early High School Graduation will be pulled from the FTE database at the following times: (1) for the FEFP Third Calculation at the end of Survey 2 state processing and (2) for the FEFP Fourth Calculation at the end of Survey 3 state processing.

## Advanced Placement

For a district to earn additional FTE for students in advanced placement courses, they must meet the following reporting requirements:

1. A Student Course Schedule must be developed for the specific course and student.
2. The course number must refer to an advanced placement course in the Course Code Directory.
3. The value of *FTE Reported, Course* must be calculated as for any other course.
4. A Teacher Course Record must be created for the course.
5. To earn 0.16 additional FTE, the student must have been enrolled in the Advanced Placement (AP) course and scored 3 or higher on the subject examination. These values are to be reported on the **Student Additional Funding** format in August (Survey 5) in the year of enrollment. These values may only be reported as multiples of 0.16. **Records submitted with values that are not multiples of 0.16 will be rejected.**

## International Baccalaureate

Districts may earn additional FTE for students who are in International Baccalaureate courses in the following two special cases:

1. When a student scores 4 or higher on a subject exam; and
2. When a student receives an International Baccalaureate diploma.

To report a student for funding for this category, the district must submit a Student Additional Funding format in Survey 5 for the student. The format item for each of the categories must be completed accordingly.

The student who has been enrolled in International Baccalaureate course(s) and who scores 4 or higher on the subject examination is eligible to earn 0.16 additional FTE for each subject area. Multiple values of 0.16 may be recorded for the student, as appropriate, for the element *FTE Reported, International Baccalaureate Score* on the **Student Additional Funding** format. **Records submitted with values that are not multiples of 0.16 will be rejected.**

For students who receive an International Baccalaureate diploma, the value of 0.30 FTE must be recorded for the element *FTE Reported, International Baccalaureate Diploma* on the **Student Additional Funding** format. **Only the value of 0.30 FTE may be recorded for this element; otherwise, the record will be rejected.**

## **Advanced International Certificate of Education**

Districts may earn additional FTE for students who are in Advanced International Certificate of Education courses under the following special circumstances:

1. When a student scores “E” or higher on a full-credit subject exam or “E” or higher on a half-credit subject exam; and
2. When a student receives an Advanced International Certificate of Education diploma.

To report a student for funding for this category, the district must submit a Student Additional Funding format in Survey 5 for the student. The format item for each of the categories must be completed accordingly.

The student who has been enrolled in Advanced International Certificate of Education course(s) and who scores “E” or higher on the subject examination is eligible to earn an additional 0.16 FTE for each full-credit subject area. A value of 0.08 FTE student membership shall be calculated for each student enrolled in a half-credit Advanced International Certificate of Education course who receives a score of “E” or higher on a subject examination. Multiple values of 0.08 and 0.16 may be recorded for the students, as appropriate, for the element *FTE Reported, Advanced International Certificate of Education Score* on the **Student Additional Funding** format. **Records submitted with values that are not multiples of 0.08 will be rejected.**

For students who receive an Advanced International Certificate of Education diploma, the value of 0.30 FTE must be recorded for the element *FTE Reported, Advanced International Certificate of Education Diploma* on the **Student Additional Funding** format. **Only the value of 0.30 FTE may be recorded for this element; otherwise, the record will be rejected.**

# Industry-Certified Career Education

## 2016-17 and 2017-18 Survey 5

### CAPE Digital Tool Certificates

A value of 0.025 full-time equivalent student membership shall be calculated for CAPE Digital Tool certificates identified on the CAPE Industry Certification List and earned by students in elementary and middle school grades.

### CAPE Industry Certifications

A value of 0.1 or 0.2 FTE student membership shall be calculated for each student who completes a career-themed course as defined in Section 1003.493(1)(b), F.S., and who is issued a CAPE Industry Certification identified annually on the CAPE Industry Certification Funding List approved under rules adopted by the State Board of Education. A value of 0.2 FTE student membership shall be calculated for each student who is issued a CAPE Industry Certification that has a statewide articulation agreement for college credit approved by the State Board of Education. For CAPE Industry Certifications that do not articulate for college credit, a value of 0.1 FTE student membership shall be calculated for each certification.

### CAPE Acceleration Industry Certifications

A value of 0.5 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications identified on the CAPE Industry Certification Funding List that articulate for 15 to 29 college credit hours.

A value of 1.0 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications identified on the CAPE Industry Certification Funding List that articulate for 30 or more college credit hours pursuant to CAPE Acceleration Industry Certifications approved by the commissioner.

### CAPE Innovation Course

A value of 0.3 full-time equivalent student membership shall be calculated for each student who meets the academic and career performance expectations of the CAPE Innovation Course. CAPE Innovation Courses are also Advanced Placement courses and funding may only be calculated for one type of additional FTE membership. In Survey 5 reporting, students who are reported with an industry certification outcome of "P" for the CAPE Innovation Course on the Industry Certification Outcome data element may not also be reported for the 0.16 Advanced Placement additional FTE calculation. For information, please see the following link:

<http://www.fldoe.org/core/fileparse.php/18496/urlt/1718-140500.pdf>.

## **General Notes**

The career-themed course in which the student participated must be reported on the Industry Certification Format record in the current year, with the student reported earning an industry certification on the CAPE Industry Certification Funding List in the course. The maximum FTE student membership value for any student in grades K through 8 is 0.1.

If a student earns a certification through a dual enrollment course and the certification is not a fundable certification on the postsecondary certification funding list, or the dual enrollment certification is earned as a result of an agreement between a school district and a nonpublic postsecondary institution, the bonus value, per Section 1011.62(1)(o), F.S., shall be funded in the same manner as other non-dual enrollment course industry certifications.

## **Early High School Graduation**

Districts may earn additional FTE for students who graduate early pursuant to Section 1003.4281, F.S. Pursuant to Section 1011.62(1)(p), F.S., a district may earn 0.25 additional FTE for a student who graduates one semester in advance of the student's cohort and 0.5 additional FTE for a student who graduates 1 year or more in advance of the student's cohort. The additional FTE is reported by the school district where the student graduated.

The district must submit a Student Additional Funding format in Survey 5 for the student with the additional FTE amount indicated in the element *FTE Reported, Early Graduates* following the student's graduation.

The district of current enrollment, from which early high school graduation is claimed, will receive the funding for the early graduation. If the student was enrolled in the district as a full-time high school student for at least two years, the district shall report the additional FTE for payment in the subsequent fiscal year. If the student was enrolled in the district for less than two years, the district of enrollment shall report the additional FTE and shall transfer a proportionate share of the funds earned for early graduation to the district in which the student was previously enrolled.

## **Dual Enrollment**

Dual Enrollment membership shall be calculated in an amount equal to the hours of instruction that would be necessary to earn the FTE student membership for an equivalent course if it were taught in the school district.

As a reminder, Section 1007.271(2), F.S., states in part that applied academics for adult education instruction, developmental education instruction, and other forms of pre-collegiate instruction, as well as physical education courses that focus on the physical

execution of a skill rather than the intellectual attributes of the activity (courses with SCNS prefix “PEM”), are ineligible for inclusion in the dual enrollment program.

A home education student may not be claimed for dual enrollment funding through the FEFP.

Students enrolled in the Florida School for the Deaf and the Blind may not be claimed by any district for dual enrollment funding.

The element, *Location of Student*, should be used to report the location of the student when the student is receiving dual enrollment instruction. Please refer to the data element “Location of Student” at <http://www.fldoe.org/core/fileparse.php/18496/urlt/1718-197241.pdf> for more information.

### **Academic Dual Enrollment**

For dual enrollment students at either a public or private college or university for which a district dual enrollment articulation agreement exists per Section 1007.271, F.S., the procedures below must be followed. **Please note: dual enrollment/early admittance agreements may only be with eligible post-secondary institutions as defined in section 1011.62 (1)(i), Florida Statutes.**

**A student shall not be claimed for funding under this procedure when the student is enrolled in an ineligible private college or university or in a home education program.** Students who are dually enrolled in the **Florida College System, State University System, or an eligible private college or university** and who meet all eligibility requirements should be reported as follows:

1. A student course format must be developed for the specific course and student;
2. The course number must be from the Statewide Course Numbering System or the number of the course from the eligible nonpublic college or university;
3. The FEFP Program Number must be 103 or 113 (102 or 112 if student is taking dual enrollment while in grades 6-8);
4. The value of *FTE Reported, Course* must be calculated as the amount necessary to earn the FTE and the funding for an equivalent course if it were taught in the school district;
5. The school of instruction number must be C901-C928, U970-U980, or P001-P999 (i.e., a post-secondary institution);
6. The Dual Enrollment Indicator must be “A” or “E”; and

7. A teacher course record format must be created for the course.

The FTE reported for academic dual enrollment is credited for funding to the school of enrollment.

### **Career Dual Enrollment**

Applied academic instruction for postsecondary students is not funded through the FEFP. Districts providing this instruction report all related information through the Workforce Development Information System (WDIS). However, career dual enrollment for students in grades 9 through 12 is funded through the FEFP and such FTE is reported in Basic FEFP Program Numbers 103 or 113 (102 or 112 if student is taking dual enrollment while in grades 6-8).

The district of enrollment must report “FTE Reported, Course” for eligible career dual enrollment students in accordance with the instructional setting, as outlined below:

1. **Postsecondary Career Instruction Provided at a Technical Center Located in another School District**

The district of enrollment must create a student course record format with its district number and school number indicated for enrollment and instruction. **Documentation must be maintained to show that the student is a dual enrollment student.** The district of enrollment is the district sending the student for dual enrollment instruction.

The **District of Enrollment** must report the value of *FTE Reported, Course* in one of the Basic FEFP Program Numbers mentioned at the beginning of this section. The value of *FTE Reported, Course* must be calculated as the amount necessary to earn the FTE and the funding for an equivalent course if it were taught in the school district. *School Number, Current Instruction/Service* is that of the secondary school.

The value of *Class Minutes, Weekly* will be the value for that course **as taught in the district of instruction.**

The Dual Enrollment Indicator must be “C.”

A matching teacher course record must be created for the student course record(s).

**Note:** The postsecondary career dual enrollment instruction is reported in WDIS.

**2. Postsecondary Career Instruction Provided at a Florida College in the Same School District**

Students who are dually enrolled in the **Florida College System or a private college** for career instruction and who meet all eligibility requirements should be reported by the district of enrollment in one of the Basic FEFP Program Numbers mentioned at the beginning of this section. The *School Number, Current Instruction/Service* element should be the college number (C901-C928).

The Dual Enrollment Indicator must be “B,” “C,” or “E,” as appropriate.

**3. Postsecondary Career Instruction Provided by the Florida College System or Private College Personnel on the Campus of a Secondary School**

When the postsecondary career instruction is provided by the Florida College System or private college personnel on the campus of a secondary school, the secondary school reports the dual enrollment courses using one of the FEFP Program Numbers mentioned at the beginning of this section.

In this case, the *School Number, Current Instruction/Service* is that of the secondary school.

The value of *FTE Reported, Course* must be calculated as the amount necessary to earn FTE and the funding for an equivalent course if it were taught in the school district.

The Dual Enrollment Indicator must be “B” or “C,” as appropriate.

In addition to the student course records, matching teacher course records must be submitted.

**4. Postsecondary Career Instruction Provided at a Technical Center Located in the Same School District**

In this case, students are enrolled in and receive instruction at a secondary school and also receive postsecondary career instruction at a technical center operated by the same school district.

The secondary school must report the dual enrollment (postsecondary career) courses with one of the FEFP Program Numbers mentioned at

the beginning of this section. The value of *FTE Reported, Course* must be calculated as the amount necessary to earn FTE and the funding for an equivalent course if it were taught in the school district. *School Number, Current Instruction/Service* is that of the technical center.

The Dual Enrollment Indicator must be “C.”

The matching teacher course record(s) must be submitted.

**5. Postsecondary Career Instruction Provided On-Site at the Student’s High School by a District Technical Center in the Same District**

In this case, students are enrolled in and receive instruction from a secondary school and also receive postsecondary career instruction at the student’s high school campus operated by the school district.

The secondary school must report the dual enrollment (postsecondary career) courses with one of the FEFP Program Numbers mentioned at the beginning of this section. The value of *FTE Reported, Course* must be calculated as the amount necessary to earn the FTE and the funding for an equivalent course if it were taught in the school district. *School Number, Current Instruction/Service* is that of the technical center.

The Dual Enrollment Indicator must be “C.”

The matching teacher course record(s) must be submitted.

## **Blended Learning Courses**

Pursuant to Section 1002.321(4)(e), F.S., a blended learning course consists of both traditional classroom and online instruction. Students in a blended learning course must be full time students of the school. FTE student reporting of blended learning courses for funding under the FEFP continues to be reported based on seat time. Class minutes for an online portion of a blended course shall be calculated based on seat time during documented hours dedicated to the course for which funding is sought. Blended learning courses are identified on the data element, *Blended Learning Course*, reported on the Teacher Course Format. Please refer to the data element “Blended Learning” at <http://www.fldoe.org/core/fileparse.php/18496/urlt/1718-197247.pdf> for more information.

The amount of FTE reported for a blended learning course should be reflective of the student’s schedule. The total FTE reported for a full-year blended learning course should not exceed 1/6 FTE (0.1667) for Surveys 2 and 3 combined. Semester long courses



should be reported with no more than 1/12 FTE (0.0834). However, grades K-8 may report minutes and FTE greater than 1/6 or 1/12 if the instruction provided exceeds 250 minutes weekly.

## Virtual School Courses Delivered on a Public School Campus

Districts should report virtual school courses delivered on the public school campus during the regular school day using the proper indicator on the data element, *Location of Student* on the Student Course Schedule Record. This element is required for courses instructed in schools 7001, 7004, 7006 and 7023; for courses instructed in a virtual charter school; for courses instructed by the FLVS (district of instruction 71); and FLVS courses under contract with the district to be offered on the public school campus. Please refer to Appendix D for detailed reporting instructions.

## Virtual Instruction Delivered Through the District

District virtual instruction programs should continue to be reported with the following school numbers: 7001 (VIP through private providers and state college providers), 7004 (FLVS franchise), 7006 (district virtual course offerings), and 7023 (VIP through district providers). Virtual charter schools each have distinct school numbers. Courses delivered through these programs or FLVS are reported based on successful completions regardless of the location of the student. Please refer to Appendix D for detailed reporting instructions.

## Dropout Prevention Programs

Dropout Prevention and Teenage Parent Programs, including Educational Alternatives Grades 4-8, and Educational Alternatives Grades 9-12 are reported in the appropriate basic FEFP programs 101, 102, and 103. **Students in Dropout Prevention programs must be reported under the appropriate code on the *Dropout Prevention/Juvenile Justice Programs* data element.**

Preschool children of students enrolled in the Teenage Parent Program, which is authorized in Section 1003.54, F.S., are reported in FEFP Program Number 101 using the Course Number 5100560 and the Grade Level of PK. If the preschool child is also identified as a student with a disability, either FEFP Program Number 111 (K-3 Basic, with ESE Services), 254 (Support Level 4), or 255 (Support Level 5) is used for the exceptional courses.

## English for Speakers of Other Languages (ESOL), FEFP Program Number 130

In these programs, student FTE reported for FEFP funding shall comply with Section 1003.56, F.S., and the instruction shall be provided through courses listed in the current Course Code Directory as English for Speakers of Other Languages, English through ESOL, and basic subject areas of math, science, social studies, and computer literacy. These courses are also listed in [Appendix DD, Courses Eligible for English Language Learners \(ELL\) Weighted FTE](#), of the [DOE Automated Student Information System, 2017-18](#). All students who are reported as English Language Learners and under the ESOL FEFP Program Number must be receiving instruction by appropriately qualified staff who use ESOL and/or heritage language strategies.

If the FEFP Program Number is 130, then the *ELL, PK-12* code must be “LY” or “LP.” Records not meeting this criterion will be nulled during the state processing period.

**Note:** “LY” or “LP” students in grade PK cannot receive FEFP Program Number 130 funding.

## FTE Calculation and Reporting for Students in Department of Juvenile Justice and Juveniles Incompetent to Proceed Educational Programs

Section 1003.01(11)(a), F.S., describes the school year for DJJ Programs as follows:

Programs or schools operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs, for a school year comprised of 250 days of instruction distributed over 12 months. At the request of the provider, a district school board may decrease the minimum number of days of instruction by up to 10 days for teacher planning for residential programs and up to 20 days for teacher planning for nonresidential programs, subject to the approval of the Department of Juvenile Justice and the Department of Education.

DJJ programs are not considered “extended school year” programs.

The following requirements are in effect:

1. FTE count periods shall be the same for DJJ programs as for other public school programs;

2. The calculation of FTE for students in DJJ programs shall be limited to 25 hours per week;
3. The school year shall be comprised of 250 days of instruction, with no more than 10 of these days used for teacher planning in residential programs and no more than 20 days used for teacher planning in nonresidential programs; and
4. Students participating in GED preparation programs shall be funded using the basic program cost factor.

DJJ FTE will be calculated just as all other FTE is calculated **based on scheduled instructional days per the calendar approved by the district school board**. The FTE is reported under the appropriate FEFP program (i.e., basic, career, ESE, or ESOL). A DJJ student for Survey 2 and Survey 3 will be funded at a maximum of 1.0 FTE.

A school district must report no more than 90 days in Survey 2 and 90 days in Survey 3. The district may offer instruction for more than 90 days during each of these survey periods, but funding will not be provided for instruction in excess of 90 days.

The district may report up to an additional 70 days for funding in Survey 1 and Survey 4 combined. The actual number of days reported in these surveys depends on the approved calendar, but in no case shall exceed 70 days. The maximum combined FTE reported for Surveys 1 and 4 shall not exceed 0.3888 FTE per student. For example, for a facility with a 240-day instructional year (a residential facility with 10 teacher planning days), the number of days reported in Survey 1 and Survey 4 combined will be 60 days. For a facility with a 230-day instructional year (a nonresidential facility with 20 teacher planning days), the number of days reported in Survey 1 and Survey 4 combined will be 50 days.

**A school district may not report more than 250 days of instruction for DJJ students.**

## **Definition of Department of Children and Families/Department of Juvenile Justice Clients**

As required by Section 1011.62(1)(d)3.b., F.S., a district's enrollment ceiling for group 2 shall be the sum of the weighted enrollment ceilings for each program in the group, plus the increase in weighted full-time equivalent student membership from the prior year for clients of the Department of Children and Families (DCF) and the DJJ .

To calculate the increase in weighted full-time equivalent student membership from the prior year for DCF and DJJ clients, the students reported under the code of "A" or "C," as described below, for the data element *Student Characteristic, Agency Programs*, located on the student demographic format, are included.

Code A: The student is a client of DCF, is placed in a residential facility operated by the agency, and receives educational services from the local school district or through a contract with the local school district.

*This definition was designed to include students with disabilities who were placed in residential facilities (e.g., a developmental service) by DCF. It does not include students who are in foster care placements.*

Code C: The student is enrolled in a DJJ facility/program and receives educational services from the local school district.

*This definition was designed to include the DJJ or a private, public, or other governmental organization under contract with the DJJ that provides treatment, care, and custody or educational programs for youth in juvenile justice prevention, day treatment, detention, or residential programs. This definition encompasses programs such as PACE and AML. Please note that in many DJJ facilities there may be more than one educational program that generates weighted FTE (e.g., ESE, Basic, ESOL, or Career).*

As required by Section 1011.621, F.S., the DOE, upon request by a school district and verification by the DJJ, shall direct a school district that receives FEFP funds attributed to a membership survey for children in secure detention care pursuant to Chapter 985 to transfer a pro rata share of the funds to another district that served the same students during the same survey period but was unable to report the students for funding. The amount of the funds transfer shall be based on the percentage of the survey period in which the students were served by each district.

## **Reporting Nonpublic School or Home Education Students for FTE Funding**

Nonpublic school or home education students who receive instruction in the public school district must be reported in the following manner on the DOE Information Database to assure accuracy for the various reports.

**The district must create all appropriate formats and the school number code for School Number, Current Enrollment must be N999 for the nonpublic school student and N998 for the home education student.** The district of enrollment and the district of instruction will be reported as the number of the district providing the service.

For a student in a home education program taking a course through the FLVS, funding shall be provided upon course completion if the parent verifies, upon enrollment for each course, that the student is registered with the school district as a home education student pursuant to Section 1002.41(1)(a), F.S.

School districts should not report dual enrollment courses for home education students even if the courses are located on a district high school campus.

## **Reporting “Additional School Year” Students**

Students who complete the minimum number of credits and other requirements but are unable to meet the state graduation test score requirement, required grade point average, or other district school board requirements for graduation may be awarded a certificate of completion or may elect to remain in the secondary school as either a full-time student or a part-time student for up to one additional year and receive special instruction designed to remedy their identified deficiencies. This special instruction may be reported for FTE funding. In addition, exceptional education students may be eligible to attend school until they reach the age of 22 under the Free and Appropriate Public Education (FAPE) provisions of the Individuals with Disabilities Education Act (IDEA). Whether to provide services until the student’s 22<sup>nd</sup> birthday or through the school year of the student’s 22<sup>nd</sup> birthday is based on district policy.

## **Reporting Hospital/Homebound Students**

Hospital/ homebound students, whose schedules and Individual Education Plans (IEP) specify the number of minutes per week that hospital/homebound services will be provided, should be reported during survey week like other students. These services can be provided at the student’s home, in a hospital, through telecommunications, computer devices, or other specified settings. If the student is scheduled to receive services, and has received services during survey week or one of the six days preceding survey week, the student’s scheduled time should be reported. The district should keep proper documentation to verify that the student received appropriate services, as stated in the IEP.

In some cases, a student may be served in a hospital, home setting, through telecommunications, computer devices, or other specified settings for some of the time, and at a school-based setting at other times. Students who are alternately assigned to the hospital/homebound program and the school-based program are reported for FTE based on their schedule during the survey week. If the student is scheduled to receive services, and has received services in either setting during survey week or one of the six days preceding survey week, the student’s scheduled time in both settings should be reported.

## **Reporting Therapies Occurring Less than Weekly**

Districts in which schools are scheduling therapies (e.g., speech, occupational, physical, orientation, and mobility) on less than a weekly basis must report these classes in the

manner described below. Scheduling of this type is reported as a weekly average of the time students are scheduled in therapy.

In order to properly report the therapies occurring less than weekly:

- A. Determine the student's eligibility for reporting as it is normally determined.
- B. Add together the time the student is in therapy for the span of time being reported. This will include the survey week and the other weeks of the valid scheduling option.
- C. Use an average of the *Class Minutes, Weekly* to determine the value of *FTE Reported, Course*.

Example: A student is scheduled for two hours of occupational therapy every other week. The therapy is either pull-out (the student goes to a therapy room) or push-in (the occupational therapist integrates the therapy into the student's normal schedule). During survey week, the student receives zero hours of therapy. For the weeks prior to and following survey week, the student receives two hours of therapy. For survey week, the student's time for calculating FTE should be based on an average of one hour for therapy using the therapy course number and one hour subtracted from the course during which the therapy occurs.

## **Non-Resident ESE Students in Residential Facilities**

Non-Florida-resident exceptional student education (ESE) students are not reported for FTE funding through the FEFP. The cost of instruction, facilities, and services for non-Florida-resident ESE students is provided by the placing authority in the student's home state of residence (i.e., public school entity or parent). The Florida residential facility serving the non-resident student is responsible for billing and collecting payments from the placing authority, pursuant to Section 1003.57(2)(c), F.S.

# Local Record Keeping Procedures

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## Requirements

Each district must establish the following local record-keeping procedures pursuant to Rule 6A-1.04513, F.A.C.:

- A. As of the “date certain” for the FTE membership surveys (Survey Periods 1-4) and End-of-Year reporting (Survey Period 5), the district shall create a master file containing all automated student records that will be used in submitting the automated student record formats required for the survey period by the DOE. The master file may be stored in either local or state format.
  
- B. The district must use the following guidelines for maintaining the master file and for applying subsequent changes to student records after the State Records Processing Cycle:
  - 1. All changes made to student records during the State Records Processing Cycle shall be applied to the district's ongoing system as appropriate. No separate record of transactions during the State Records Processing Cycle is required unless district policy requires the maintenance of the transaction file.
  
  - 2. The master file can be maintained in a static state once created on the “date certain” or changes recorded in the transaction file can be overlaid on the master file.
  
  - 3. Amendments submitted to the DOE after the close of the State Records Processing Cycle must be maintained in a separate transaction file **by date of submission**.
  
  - 4. The district master file should be capable of replicating the district records as they existed in the state database at the close of the State Records Processing Cycle. Applications of the amendments submitted against the district master file, plus unchanged records on the district master file, must replicate the records used in funding and other reporting after the close of the survey period.
  
- C. After the close of Survey Periods 1-4 State Records Processing Cycle and after all subsequent amendments to these survey periods, the district superintendent must submit a letter to the DOE stating the total unweighted

FTE reported by the district and certifying that the district files and state record formats submitted by the district are accurate and complete.

- D. The school district will not be required to produce and maintain ESE 134, FTE-1 Survey forms, or other hard-copy output of the above records at the school or district level, provided that the district's automated files are readily accessible for state auditing or monitoring activities for **three years**, or until applicable audits have been completed, whichever is longer.
- E. Appropriate internal procedures must be instituted by the district to ensure that accurate and complete automated records have been submitted by the district for the survey period and that the district automated system and other supporting documentation are sufficient to verify that statutory requirements for state reporting and local record keeping have been met.
- F. Verification of records must be easily accomplished. For example, bell schedules, Individual Education Plans, Matrix of Services forms, student schedules, and similar documentation must be maintained for audit purposes. Attendance documents must also be maintained in accordance with the requirements of the Automated Student Attendance Record Keeping System.
- G. Schedules, as well as entry and withdrawal records, must be maintained for students for whom funding under the Hospital/Homebound exceptional student education program is requested.
- H. For OJT and cooperative training programs, student class schedules or time cards, appropriately dated, must be kept.

Using the Automated Student Attendance Record-Keeping System, the district must verify that the student has been in attendance at least one of the days of the survey week or one of the six scheduled days preceding the survey week when the school was in session.

Continuous progress educational programs must be addressed in the district's Student Progression Plan. Appropriate documentation demonstrating a student's progress level should be available for audit purposes.



**APPENDIX A**  
**Schedule of State Processing Dates**  
**2017-18 through 2020-21**

<p><b>2017-18</b></p> <p><u>Survey 1</u>  Survey Week: July 10-14, 2017  Due Date: July 28, 2017  State Processing: July 24-September 15, 2017  Final Update/Amendment Date: September 30, 2017</p> <p><u>Survey 2</u>  Survey Week: October 9-13, 2017  Due Date: October 20, 2017  State Processing: October 16-November 3, 2017  Final Update/Amendment Date: December 15, 2017</p> <p><u>Survey 3</u>  Survey Week: February 5-9, 2018  Due Date: February 16, 2018  State Processing: February 12-March 2, 2018  Final Update/Amendment Date: April 15, 2018</p> <p><u>Survey 4</u>  Survey Week: June 11-15, 2018  Due Date: July 6, 2018  State Processing: June 25-July 13, 2018  Final Update/Amendment Date: August 15, 2018</p>	<p><b>2018-19</b></p> <p><u>Survey 1</u>  Survey Week: July 9-13, 2018  Due Date: July 27, 2018  State Processing: July 23-September 14, 2018  Final Update/Amendment Date: September 30, 2018</p> <p><u>Survey 2</u>  Survey Week: October 8-12, 2018  Due Date: October 19, 2018  State Processing: October 15-November 2, 2018  Final Update/Amendment Date: December 15, 2018</p> <p><u>Survey 3</u>  Survey Week: February 4-8, 2019  Due Date: February 15, 2019  State Processing: February 11-March 1, 2019  Final Update/Amendment Date: April 15, 2019</p> <p><u>Survey 4</u>  Survey Week: June 10-14, 2019  Due Date: July 5, 2019  State Processing: June 24-July 12, 2019  Final Update/Amendment Date: August 15, 2019</p>
<p><b>2019-20</b></p> <p><u>Survey 1</u>  Survey Week: July 8-12, 2019  Due Date: July 26, 2019  State Processing: July 22-September 13, 2019  Final Update/Amendment Date: September 30, 2019</p> <p><u>Survey 2</u>  Survey Week: October 7-11, 2019  Due Date: October 18, 2019  State Processing: October 14-November 1, 2019  Final Update/Amendment Date: December 15, 2019</p> <p><u>Survey 3</u>  Survey Week: February 3-7, 2020  Due Date: February 14, 2020  State Processing: February 10-February 28, 2020  Final Update/Amendment Date: April 15, 2020</p> <p><u>Survey 4</u>  Survey Week: June 8-12, 2020  Due Date: July 2, 2020  State Processing: June 22-July 10, 2020  Final Update/Amendment Date: August 15, 2020</p>	<p><b>2020-21</b></p> <p><u>Survey 1</u>  Survey Week: July 6-10, 2020  Due Date: July 24, 2020  State Processing: July 20-September 11, 2020  Final Update/Amendment Date: September 30, 2020</p> <p><u>Survey 2</u>  Survey Week: October 5-9, 2020  Due Date: October 16, 2020  State Processing: October 12- October 30, 2020  Final Update/Amendment Date: December 15, 2020</p> <p><u>Survey 3</u>  Survey Week: February 8-12, 2021  Due Date: February 19, 2021  State Processing: February 15-March 5, 2021  Final Update/Amendment Date: April 15, 2021</p> <p><u>Survey 4</u>  Survey Week: June 7-11, 2021  Due Date: July 2, 2021  State Processing: June 21-July 9, 2021  Final Update/Amendment Date: August 15, 2021</p>

## APPENDIX B

### Florida Education Finance Program Numbers and Cost Factors

For 2017-18, the programs and numbers listed below will be used for reporting FTE and for program cost reporting.

Program/Category	Program Numbers To Be Used for Reporting on the Student Course Format and Program Cost Reporting	Program Cost Factor
<b>BASIC PROGRAMS</b>		
K-3 Basic *	101	1.107
4-8 Basic	102	1.000
9-12 Basic	103	1.001
K-3 Basic, with ESE Services **	111	1.107
4-8 Basic, with ESE Services	112	1.000
9-12 Basic, with ESE Services	113	1.001
<b>EXCEPTIONAL STUDENT EDUCATION</b>		
Support Level 4	254	3.619
Support Level 5	255	5.526
<b>ESOL</b>		
ESOL	130	1.212
<b>Career Education 9-12</b>		
Career Education 9-12	300	1.001

\* Includes Prekindergarten Students in Teen Parent Program (not ESE).

\*\* Includes Prekindergarten Exceptional Students if not Level 4 or Level 5.

**APPENDIX C**  
**DOE Student Database Reporting Requirements**  
**For Students Participating in the John M. McKay Scholarships for**  
**Students with Disabilities Program**  
**(October and February, Surveys 2 and 3)**

**School District Responsibilities**

- Maintain and report student demographic data.
- Report all students attending private schools in the John M. McKay Scholarship Program from lists provided by the DOE.

**Note:** Chapter 2016-137, L.O.F., amended s. 1011.61(4), F.S. to state that a scholarship award provided to a student enrolled in the McKay Scholarship Program is not subject to the maximum value for funding, effective July 1, 2016. Enrollment in a FLVS or other virtual course by a student who is participating in the McKay Scholarship Program is subject to limitations set in s.1002.39(3)(f). F.S. The FTE reported for FLVS or other virtual courses the student completes remains subject to FTE recalibration.

**Record Formats for Students Participating in the John M. McKay Scholarships for Students with Disabilities Program**

The Student Demographic Information and Student Course Schedule record formats are required for reporting to the DOE Information Student Database. Only one record of each type is required.

School Number 3518 should be used by all districts to report “School Number, Current Enrollment” for students participating in the John M. McKay Scholarships for Students with Disabilities Program. The “School Number, Current Instruction” is always the private school number. Additional data elements that are not listed on the record should be reported as appropriate.

Reports F71138 and F71139 are available for surveys 2 and 3 to assist in the proper reporting of McKay Scholarship students.

**Key Elements to Remember**

- ⇒ Enter 0.5000 FTE for each student in Survey 2 appearing on the September (F70581) and/or November (F70582) payment file and 0.5000 FTE for each student in Survey 3 appearing on the February (F70581) and/or April (F70582) payment file.

- ⇒ If a student appearing on the payment file provided by the DOE is in a public school in your district during survey week, report that student as you would any public school student in your district with the appropriate corresponding records and school numbers.
- ⇒ The payment file provided by the DOE will verify which students have had payments made on their behalf. For your district to receive the correct funding, be sure that all students on the payment file have been reported either in school 3518 or in the appropriate school in your district.
- ⇒ McKay Scholarship students who return to the school district for services may not be reported for funding through the FEFP for those additional services. Report McKay students for FEFP funding only as directed above, in a school in your district during survey week or as directed by the list generated by the DOE.
- ⇒ Section 504 Accommodation Plan students must be reported using the same program cost factors the student generated in the public school prior to attending the private school. Section 504 students should not be reported under 111-113, 254, or 255 program codes.

• **Student Demographic Information**

District Number, Current Enrollment	Use reporting district number.
District Number, Current Instruction/Service	Use reporting district number.
School Number, Current Enrollment	Use school number 3518.
Residence County	Use the county number (01-67) of the last public school the student attended. For District 72 (FAU Lab Schools), only county numbers 50 and 56 are allowable. For District 73 (FSU Lab Schools), only county numbers 06 and 37 are allowable.

• **Student Course Schedule**

School Number, Current Enrollment	Use school number 3518.
School Number, Current Instruction	Always use private school number.
Course Number	Use McKay Scholarships Program Course Number, 2222222.
FEFP Program Number	Use 111-113 for basic program with ESE services, and 254-255 for ESE.  Use 101-103, 130, and/or 300 for Section 504 Accommodation Plan students.

## APPENDIX D

### DOE Student Database Reporting Requirements for Virtual School Students

**Note: This Appendix applies to students participating in district virtual instruction programs, virtual charter schools, FLVS (full-time and part-time), virtual course offerings, and district franchises of FLVS.**

Student eligibility and funding for district virtual instruction programs, virtual charter schools, and virtual course offerings are described in Sections, 1002.37, 1002.45, 1002.455, 1003.498, 1002.33, and 1011.62(1)(c), F.S.

- For purposes of any virtual instruction program or a virtual charter school, “full-time equivalent” has the same meaning as provided in Section 1011.61(1)(c)1.b.(III) or (IV), F.S.
- The school district providing the virtual instruction shall report full-time equivalent students for the district virtual instruction program to the DOE in a manner described by the DOE and funding shall be provided through the FEFP.
- If a student only has FTE enrollment reported in one survey (Survey 2 or Survey 3), the FTE will be recalibrated to 0.5 FTE, including FTE reported in Survey 1 and Survey 4, except for FTE reported by DJJ students beyond the 180-day school year.
- A full-time equivalent student in kindergarten through grade 8 in a full-time virtual instruction program or a virtual charter school shall consist of a student who has completed a course with a passing grade or credits earned that counts toward promotion to the next grade in programs listed in Section 1011.62(1)(c), F.S.
- A full-time equivalent student in grades 9 through 12 in a virtual instruction program or a virtual charter school shall consist of six full credit completions. Credit completions may be a combination of either full-credit courses or half-credit courses.
- Courses delivered through district virtual programs, FLVS, and Virtual Charter Schools are funded on successful completions, regardless of the location of the student. For the purposes of this document, a successful completion is defined as completing the course with a passing grade or credits earned. This means a student must pass and/or earn credit for a course or master curriculum required for student progression to the next grade level. For any course with an end of course (EOC) assessment component, the EOC assessment score must be calculated as 30 percent of the final grade for

successful completion, as described in Section 1003.4282, F.S. Students only generate funding for courses they pass whether they are promoted or not.

- A student who does not complete a district virtual education course by the end of the regular school year, and the course was reported during Survey 2 or 3, may be reported for funding as long as the course is completed and reported no later than the deadline for amending the final student enrollment survey for that fiscal year. If a student was not enrolled and reported in the virtual education course during Survey 2 or 3, the student would need to complete the course by the end of the 180-day school year.
- Enrollment in a virtual credit recovery course is limited to a student who has unsuccessfully completed a traditional or virtual education course during the regular school year and must re-take the course in order to be eligible to graduate with the student's cohort. Credit recovery that is completed after the close of the Survey 4 amendment window must be reported in Survey 4 of the following year. Virtual Charter schools can only serve their own students for credit recovery courses as they are designated as full-time schools and cannot serve on a part-time basis.
- Each student's appropriate Course Grade code should be reported in the indicated surveys. If a student is enrolled in a course but has not yet completed the course, the student should be reported as "In Progress." If a student withdrew from the course before completion, the student should be reported as "Withdrew Passing" or "Withdrew Failing". For more information, please refer to the data element "Course Grade" at <http://www.fldoe.org/core/fileparse.php/18496/urlt/1718-109225.pdf> .

## **District Virtual Instruction Programs: Grades K-12**

District virtual instruction programs may serve students enrolled in kindergarten through grade 12 on a full-time or part-time basis. The program may also serve students enrolled in dropout prevention and academic intervention programs under Section 1003.53, F.S., DJJ education programs under Section 1003.52, F.S., or core-curricula courses to meet class size requirements under Section 1003.03, F.S.

The school district providing the virtual instruction shall report students in grades kindergarten through grade 12 using the school number 7001 if contracting with FLVS or private providers. School number 7023 is reported for district instruction.

FTE greater than zero may be reported for students who successfully complete the virtual instruction program as described in the first section of Appendix D. Full-time district virtual programs may report FTE students with FEFP program numbers 101-103, 111-113, 130, 254, 255, or 300, as appropriate. Part-time district virtual programs may report students

with basic FEFP Program Numbers (101-103 or 111-113,) and Program 300. For Surveys 2 and 3, *FTE Reported, Course* should be equal to 0.0000.

Students who successfully complete the district virtual instruction program should be reported in Survey 4 with the appropriate *FTE Reported, Course* for student course records. Students who do not successfully complete the district virtual instruction program should be reported in Survey 4 with *FTE Reported, Course* equal to 0.0000.

The amount of FTE reported for the successful virtual course completion should be reflective of the student's schedule. Report full-year virtual courses with 1/6 FTE (0.1667) and semester virtual courses with 1/12 FTE (0.0834). However, grades K-8 may report minutes and FTE that would be comparable in the brick and mortar course.

For example, a reading course for a student in grades K-8 at the brick and mortar school is scheduled for 450 class minutes weekly (90 minutes a day/ five days a week), and the equivalent virtual reading course is covering the same amount of content as the brick and mortar course. The equivalent virtual reading course would be reported as 450 class minutes weekly with the appropriate FTE.

### Student Demographic Information

District Number, Current Enrollment	District in which the student is officially enrolled for graduation.
District Number, Current Instruction/Service	District providing the virtual instruction program.
School Number, Current Enrollment	Use school number 7001 or 7023 for full-time students. Use the student's official school of enrollment for part-time students.
Residence County	The county in which the student resides.

### Student Course Schedule

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use school number 7001 or 7023 for full-time students and the student's official school of enrollment for part-time students.	Use school number 7001 or 7023 for full-time students and the student's official school of enrollment for part-time students.
School Number, Current Instruction	Use school number 7001 or 7023.	Use school number 7001 or 7023.

FEFP Program Number	Use 101-103, 111-113, or 300 for part-time. All FEFP programs are allowed for full-time.	Use 101-103, 111-113, or 300 for part-time. All FEFP programs are allowed for full-time.
Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc.	Report the appropriate Course Grade code such as "I" (Incomplete), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc.
End of Course Achievement Level	Code "Z"	Use 1 through 5 if credit is earned or course if successfully completed; "Z" if no credit is earned, course is not a successful completion, or the virtual course does not require an EOC assessment.
FTE Reported, Course	0.0000	0.0000 if no credit is earned or course content is not completed; A value greater than 0.0000 if credit is earned or course is successfully completed.
Virtual Instruction Program Provider	For school 7001, use codes provided in <a href="#">Appendix CC</a> of the State Student Information Systems database documentation to designate the provider of virtual instruction programs.	For school 7001, use codes provided in <a href="#">Appendix CC</a> of the State Student Information Systems database documentation to designate the provider of virtual instruction programs.
Location of Student	Use codes provided in the database documentation to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.

**Also report all other data elements and formats that apply to the student.**

## District Virtual Course Offerings

Districts may offer virtual courses for students enrolled in the school district. These courses must be identified in the course code directory and may serve students in kindergarten through grade 12 who meet the eligibility requirements of Section 1002.455, F.S. Any eligible student who is enrolled in a school district may register and enroll in an online course offered by any other school district in the state, pursuant to Section 1003.498(2)(b)1., F.S. The school district in which the student completes the course shall



report the student's completion of that course for funding pursuant to Section 1011.61(1)(c)1.b.(VI), F.S., and the home school district shall not report the student for funding for that course.

Virtual Course offerings shall be reported with an FEFP Program Number of 101-103, 111-113, 130, 254, 255, or 300, as appropriate in Surveys 2 and 3, with *FTE Reported, Course* equal to 0.0000.

All virtual courses where students are enrolled for more than 14 days in a course should be reported in Survey 4 for completion rate purposes, but *FTE Reported, Course* greater than 0.0000 should only be reported for those courses in which the student had successful completions, as described in the first section Appendix D.

The amount of FTE reported for the successful virtual course completion should be reflective of the student's schedule. Report full-year virtual courses with 1/6 FTE (0.1667) and semester virtual courses with 1/12 FTE (0.0834). However, grades K-8 may report minutes and FTE that would be comparable in the brick and mortar course.

For example, a reading course for a student in grades K-8 at the brick and mortar school is scheduled for 450 class minutes weekly (90 minutes a day/ five days a week), and the equivalent virtual reading course is covering the same amount of content as the brick and mortar course. The equivalent virtual reading course would be reported as 450 class minutes weekly with the appropriate FTE.

### Student Demographic Information

District Number, Current Enrollment	District in which the student is officially enrolled for graduation.
District Number, Current Instruction/Service	Use the district providing the virtual instruction. Use school number 7006.
School Number, Current Enrollment	Use the student's office school number of enrollment
Residence County	The county in which the student resides.

### Student Course Schedule

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use the student's school number of enrollment.	Use the student's school number of enrollment.
School Number, Current Instruction	Use school number 7006.	Use school number 7006.

FEFP Program Number	Use 101-103, 111-113, 130, 254, 255, or 300.	Use 101-103, 111-113, 130, 254, 255, or 300.
Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc.	Report the appropriate Course Grade code such as "I" (Incomplete), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc.
End of Course Achievement Level	Code "Z"	Use 1 through 5 if credit is earned or course is successfully completed; "Z" if no credit is earned, course is not a successful completion, or the virtual course does not require an EOC assessment.
FTE Reported, Course	0.0000	0.0000 if no credit is earned or course content is not completed. A value greater than 0.0000 if credit is earned or course is successfully completed.
Online Course Provider	Use codes provided in <a href="#">Appendix GG</a> of the State Student Information Systems database documentation to designate the online course provider.	Use codes provided in <a href="#">Appendix GG</a> of the State Student Information Systems database documentation to designate the online course provider.
Location of Student	Use codes provided in the database documentation to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.

## Florida Virtual School Courses Delivered on a Public School Campus

Districts should report students taking FLVS courses under contract between the district and FLVS to be delivered in brick-and-mortar schools during the regular school day using the proper indicator (**code "T"**) on the data element, *Location of Student*, as long as these courses are on the student's master schedule. These courses are reported by the school district with the district of enrollment and instruction and the school of enrollment and instruction equal to the location of the facility where the student is taking the course(s).

If students in a public school district facility during the regular school day are taking a virtual instruction course (FLVS Flex or district virtual courses) that is **not** a FLVS course under contract with the district to be offered on the public school campus, use **code “S”**. In the instance where the FLVS Flex courses are not offered under contract with the district, and the student is actually enrolled in FLVS’ Flex program, then FLVS will report the Student Course Schedule record(s).

School districts may not report FTE for direct instruction provided by the FLVS unless the instruction is provided by the district virtual instruction program through a contract with the FLVS or the instruction is provided through a virtual course delivered under contract on a public school campus.

The amount of FTE reported for the successful virtual course completion should be reflective of the student’s schedule. Report full-year virtual courses with 1/6 FTE (0.1667) and semester virtual courses with 1/12 FTE (0.0834). However, grades K-8 may report minutes and FTE that would be comparable in the brick and mortar course.

For example, a reading course for a student in grades K-8 at the brick and mortar school is scheduled for 450 class minutes weekly (90 minutes a day/ five days a week), and the equivalent virtual reading course is covering the same amount of content as the brick and mortar course. The equivalent virtual reading course would be reported as 450 class minutes weekly with the appropriate FTE.

**Student Demographic Information**

District Number, Current Enrollment	District in which the student is officially enrolled for graduation.
District Number, Current Instruction/Service	District providing the virtual courses delivered on a public school campus.
School Number, Current Enrollment	Use the school number providing the virtual courses delivered on a public school campus.
Residence County	The county in which the student resides.

**Student Course Schedule**

	<b>Surveys 2 and 3</b>	<b>Survey 4</b>
School Number, Current Enrollment	Use the school number providing the virtual courses delivered on a public school campus.	Use the school number providing the virtual courses delivered on a public school campus.

School Number, Current Instruction	Use the school number providing the virtual courses delivered on a public school campus.	Use the school number providing the virtual courses delivered on a public school campus.
FEFP Program Number	Use 101-103, 111-113, 130, 254, 255 or 300.	Use 101-103, 111-113, 130, 254, 255 or 300.
Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "WF" (Withdraw Failing), WP, (Withdraw Passing), "A", "B", "C", etc.	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdraw Failing), WP, (Withdraw Passing), "A", "B", "C", etc.
End of Course Achievement Level	Code "Z"	Use 1 through 5 if credit is earned or course if successfully completed; "Z" if no credit is earned, course is not a successful completion, or the virtual course does not require an EOC assessment.
FTE Reported, Course	0.0000	0.0000 if no credit is earned or course content is not completed; A value greater than 0.0000 if credit is earned or course is successfully completed.
Location of Student	Use codes provided in the database documentation to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.

## Virtual Charter Schools

Virtual charter schools may offer virtual instruction programs to students in kindergarten through grade 12 on a full-time basis under Section 1002.33, F.S.

Virtual charter schools must use an approved virtual instruction provider to be eligible for FEFP funding. Use [Appendix CC](#) of the [State Student Information Systems](#) database documentation to designate the provider of virtual instruction.

All FTE must be reported based on successful completions. Successful completions are described in the first section of Appendix D.

Courses taken by students enrolled in a virtual charter school shall be reported with an FEFP Program Number of 101-103, 111-113, 130, 254, 255, or 300, as appropriate in Surveys 2 and 3, with *FTE Reported, Course* equal to 0.0000.

All virtual courses attempted should be reported in Survey 4, but *FTE Reported, Course* greater than 0.0000 should only be reported for successful completions as described in the first section of Appendix D.

The amount of FTE reported for the successful virtual course completion should be reflective of the student's schedule. Report full-year virtual courses with 1/6 FTE (0.1667) and semester virtual courses with 1/12 FTE (0.0834). However, grades K-8 may report minutes and FTE that would be comparable in the brick and mortar course.

For example, a reading course for a student in grades K-8 at the brick and mortar school is scheduled for 450 class minutes weekly (90 minutes a day/ five days a week), and the equivalent virtual reading course is covering the same amount of content as the brick and mortar course. The equivalent virtual reading course would be reported as 450 class minutes weekly with the appropriate FTE.

### Student Demographic Information

District Number, Current Enrollment	District in which the student is officially enrolled for graduation.
District Number, Current Instruction/Service	Use reporting district number.
School Number, Current Enrollment	Use the student's school number of enrollment.

### Student Course Schedule

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use the student's school number of enrollment.	Use the student's school number of enrollment.
School Number, Current Instruction	Use the student's school number of instruction.	Use the student's school number of instruction.
FEFP Program Number	Use 101-103, 111-113, 130, 254, 255, or 300.	Use 101-103, 111-113, 130, 254, 255, or 300.
Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc.	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc.

End of Course Achievement Level	Code “Z”	Use 1 through 5 if credit is earned or course is successfully completed; “Z” if no credit is earned, course is not a successful completion, or the virtual course does not require an EOC assessment.
FTE Reported, Course	0.0000	0.0000 if no credit is earned or course content is not completed; A value greater than 0.0000 if credit is earned or course is successfully completed.
Virtual Instruction Provider	Use <a href="#">Appendix CC</a> of the State Student Information Systems database documentation to designate the provider of virtual instruction.	Use <a href="#">Appendix CC</a> of the State Student Information Systems database documentation to designate the provider of virtual instruction.
Location of Student	Use codes provided in the database documentation to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.

**Also report all other data elements and formats that apply to the student.**

### Florida Virtual School Franchises

FTE reporting for approved franchises of the FLVS is described in Section 1002.37(4), F.S.

School districts that operate an approved franchise of the FLVS can offer full-time public virtual instruction for students in kindergarten through grade 12.

All approved franchises of the FLVS should report FTE under the school number 7004 and the two-digit district number.

All FTE earned by franchises of the FLVS must be reported on a successful completion basis as described in the first section of Appendix D. The completion of six credits is equal to 1.0000 unweighted FTE.

Courses taken by students enrolled in a franchise of the FLVS full-time program may be reported with an FEFP program number of 101-103, 111-113, 130, 254, 255, or 300, as appropriate. The part-time program may be reported with a basic FEFP Program Number

(101-103 or 111-113, as appropriate) and program 300 in Surveys 2 and 3, with *FTE Reported*, *Course* equal to 0.0000.

All virtual courses where students are enrolled for more than 14 days in a course should be reported in Survey 4 for completion rate purposes, but *FTE Reported*, *Course* greater than 0.0000 should only be reported for those courses in which the student had successful completions as described in the first section of Appendix D.

The amount of FTE reported for the successful virtual course completion should be reflective of the student's schedule. Report full-year virtual courses with 1/6 FTE (0.1667) and semester virtual courses with 1/12 FTE (0.0834). However, grades K-8 may report minutes and FTE that would be comparable in the brick and mortar course.

For example, a reading course for a student in grades K-8 at the brick and mortar school is scheduled for 450 class minutes weekly (90 minutes a day/ five days a week), and the equivalent virtual reading course is covering the same amount of content as the brick and mortar course. The equivalent virtual reading course would be reported as 450 class minutes weekly with the appropriate FTE.

### Student Demographic Information

District Number, Current Enrollment	District in which the student is officially enrolled for graduation.
District Number, Current Instruction/Service	Use reporting district number. Use school number 7004.
School Number, Current Enrollment	Use the student's school number of enrollment or, for full-time students, use 7004. For Home Education students use N998 and for students enrolled in a private school use N999.

### Student Course Schedule

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use the student's school number of enrollment or, for full-time students, use 7004.	Use the student's school number of enrollment or, for full-time students, use 7004. For Home Education students use N998 and for students enrolled in a private school use N999.
School Number, Current Instruction	Use school number 7004.	Use school number 7004.
FEFP Program Number	Use 101-103, 111-113, or 300 for part-time. All programs are allowed for full-time.	Use 101-103, 111-113, or 300 for part-time. All programs are allowed for full-time.

Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc.	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc.
End of Course Achievement Level	Code "Z"	Use 1 through 5 if credit is earned or course if successfully completed; "Z" if no credit is earned, course is not a successful completion, or the virtual course does not require an EOC assessment.
FTE Reported, Course	0.0000	0.0000 if no credit is earned or course content is not completed; A value greater than 0.0000 if credit is earned or course is successfully completed.
Location of Student	Use codes provided in the database documentation to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.

**Also report all other data elements and formats that apply to the student.**

## **Florida Virtual School Flex (Part-time)**

- FTE reporting for FLVS Flex is described in Section 1002.37(3)(a), F.S. FLVS Flex may provide part-time instruction for students in kindergarten through grade 12.
- Courses delivered by FLVS under contract with a school district on a public school campus must be reported by the school district in which the student is enrolled as described in a previous section titled, *Florida Virtual School Courses Delivered on a Public School Campus*.
- All FTE earned by FLVS Flex must be reported on a successful completion basis as described in the first section of Appendix D. A fraction of an FTE may be reported. For grades 6 through 12, one year-long course is equivalent to 1/6 FTE (0.1667) and a one semester course is equivalent to 1/12 FTE (0.0834).

### **For Grades K-12:**

Courses taken by students enrolled in FLVS Flex (part-time) program shall be reported with a basic FEFP Program Number of 101, 102, 103, 111, 112, 113, or 300 in Surveys



1, 2, 3, and 4 with *FTE* Reported, *Course* equal to 0.0000 if the student is enrolled in a course and has not successfully completed the course by survey week.

To receive funding, students must successfully complete FLVS courses. Course completions may be reported during the regular 180-day school year and during the summer. Each half credit successfully completed is reported as 0.0834 FTE.

### Student Demographic Information

District Number, Current Enrollment	District in which the student is officially enrolled for graduation.
District Number, Current Instruction/Service	Use district number 71.
School Number, Current Enrollment	Use school number of enrollment.

### Student Course Schedule (Grades K-5)

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use school number of enrollment.	Use school number of enrollment.
School Number, Current Instruction	Use school number 0700 for grades K-5.	Use school number 0700 for grades K-5.
FEFP Program Number	Use 101, 102, 111, or 112 for basic program.	Use 101, 102, 111, or 112 for basic program.
Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc.	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc.
End of Course Achievement Level	Code "Z"	Use 1 through 5 if credit is earned or course is successfully completed; "Z" if no credit is earned, course is not a successful completion, or the virtual course does not require an EOC assessment.
FTE Reported, Course	0.0000	0.0000 if no credit is earned or course content is not completed; A value greater than 0.0000 if credit is earned or course is successfully completed.

Location of Student	Use codes provided in the database documentation to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.
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### Student Course Schedule (Grades 6-12)

	Surveys 1, 2, 3 & 4	
School Number, Current Enrollment	Use school number of enrollment.	
School Number, Current Instruction	Use 0500 for grades 6-8 or 0600 for grades 9-12.	
FEFP Program Number	Use 102, 103, 112, 113, or 300.	
Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc.	
End of Course Achievement Level	Use 1 through 5 if credit is earned or course if successfully completed; "Z" if no credit is earned, course is not a successful completion, or the virtual course does not require an EOC assessment.	
FTE Reported, Course	0.0000 if no credit is earned or if the course is in progress; A value greater than 0.0000 if credit is earned.	
Location of Student	Use codes provided in the database documentation to designate the location of instruction.	

**Also report all other data elements and formats that apply to the student.**

## Florida Virtual School Full-time

FTE reporting for FLVS is described in Section 1002.37(3)(a), F.S.

- *FLVS may provide full-time instruction for students in kindergarten through grade 12.*
- *FLVS can report FTE for a student who has successfully completed courses. The completion of six credits is reported as 1.0 unweighted FTE. A student who completes fewer than six courses can be reported as a fraction of an FTE. One year-long course is equivalent to 1/6 FTE (.1667) and a one semester course is equivalent to 1/12 FTE (.0834).*

To receive funding, students must successfully complete FLVS courses. Courses taken by students enrolled in FLVS shall be reported with the appropriate FEFP Program Number in Surveys 2 and 3, with *FTE Reported, Course* equal to 0.0000.

All virtual courses where students are enrolled for more than 14 days in a course should be reported in Survey 4 for completion rate purposes, but *FTE Reported, Course* greater than 0.0000 should only be reported for those courses in which the student had successful completions as described in the first section of Appendix D.

### Student Demographic Information

District Number, Current Enrollment	Use district number 71.
District Number, Current Instruction/Service	Use district number 71.
School Number, Current Enrollment	Use school number 0300 for grades K-5 and 0400 for grades 6-12.

### Student Course Schedule

	<b>Surveys 2 and 3</b>	<b>Survey 4</b>
School Number, Current Enrollment	Use school number 0300 for grades K-5 and 0400 for grades 6-12.	Use school number 0300 for grades K-5 and 0400 for grades 6-12.
School Number, Current Instruction	Use school number 0300 for grades K-5 and 0400 for grades 6-12.	Use school number 0300 for grades K-5 and 0400 for grades 6-12.
FEFP Program Number	Use program 101-103, 111-113, 130, 254, 255, or 300.	Use program 101-103, 111-113, 130, 254, 255, or 300.
Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdraw Failing), WP, (Withdraw Passing), "A", "B", "C", etc.	Report the appropriate Course Grade code such as "I" (Incomplete), "WF" (Withdraw Failing), WP, (Withdraw Passing), "A", "B", "C", etc.
End of Course Achievement Level	Code "Z"	Use 1 through 5 if credit is earned or course if successfully completed; "Z" if no credit is earned, course is not a successful completion, or the virtual course does not require an EOC assessment.

FTE Reported, Course	0.0000	0.0000 if no credit is earned or course content is not completed; A value greater than 0.0000 if credit is earned or course is successfully completed.
Location of Student	Use codes provided in the database to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.

**Also report all other data elements and formats that apply to the student.**

**APPENDIX E**  
**2017-18 Course Code Directory Courses That Do Not Generate FTE**  
**for FEFP Funding**

Note: The file name for the “Course Code Directory Courses That Do Not Generate FTE for FEFP Funding” is DPS.DISTRICT.GQ.F71424.Yyyyyy.

<b>COURSE #</b>	<b>TITLE (Abbreviated)</b>	<b>NOTES</b>
0051076	INTERM RE TCHR	District/School-based job assignment number (not a course)
0052016	PHY THER	District/School-based job assignment number (not a course)
0052017	OCCU THER	District/School-based job assignment number (not a course)
0052018	SPCH/LANG PATH	District/School-based job assignment number (not a course)
0052019	ORIEN/MOBLTY SPEC	District/School-based job assignment number (not a course)
0052028	INTERPRETER	District/School-based job assignment number (not a course)
0052029	ART SPEC	District/School-based job assignment number (not a course)
0052030	PTA	District/School-based job assignment number (not a course)
0052031	OTA	District/School-based job assignment number (not a course)
0052032	SPEECH THRPY AIDE	District/School-based job assignment number (not a course)
0061025	CHILD FIND SPEC	District/School-based job assignment number (not a course)
0061026	DIAGNOSTIC SPEC	District/School-based job assignment number (not a course)
0061131	SCH SOC WKR	District/School-based job assignment number (not a course)
0061231	COUNSELOR-E	District/School-based job assignment number (not a course)
0061232	COUNSELOR-M/J	District/School-based job assignment number (not a course)
0061233	COUNSELOR-SH SCH	District/School-based job assignment number (not a course)
0061234	COUNSELOR-AD/VOC SCH	District/School-based job assignment number (not a course)
0061235	COUNSELOR-EXC ED SCH	District/School-based job assignment number (not a course)
0061236	COUNSELOR-OTHER SCH	District/School-based job assignment number (not a course)
0061237	COUNSELOR-CAR ED	District/School-based job assignment number (not a course)
0061238	OCC/PL SPEC	District/School-based job assignment number (not a course)
0061420	SCH PSY	District/School-based job assignment number (not a course)
0062030	LIB/MED SPEC-E SCH	District/School-based job assignment number (not a course)
0062031	LIB/MED SPEC-M/J	District/School-based job assignment number (not a course)
0062032	LIB/MED SPEC-SH	District/School-based job assignment number (not a course)
0062033	LIB/MED SPEC-AD/VOC	District/School-based job assignment number (not a course)
0062034	LIB/MED SPEC-OTHER	District/School-based job assignment number (not a course)
0062035	LIB/MED SPEC-DISTO	District/School-based job assignment number (not a course)
0063019	DIRE VOC ED	District/School-based job assignment number (not a course)
0063020	DIRE EXC STU ED	District/School-based job assignment number (not a course)
0063059	SUP/COOR, VOC EDC ED	District/School-based job assignment number (not a course)

0063060	SUP/COOR,AGRI/NRE	District/School-based job assignment number (not a course)
0063070	SUP/COOR, OTHER VOC	District/School-based job assignment number (not a course)
0063071	SUP/COOR, VOC ED SNS	District/School-based job assignment number (not a course)
0063100	PRIMARY SPECIALIST	District/School-based job assignment number (not a course)
0063101	PROG SPEC	District/School-based job assignment number (not a course)
0063102	STAFFING SPEC	District/School-based job assignment number (not a course)
0063103	LEARN RE SPEC	District/School-based job assignment number (not a course)
0063104	TRANSI SPEC	District/School-based job assignment number (not a course)
0063105	BEHAVIOR SPEC	District/School-based job assignment number (not a course)
0073001	PRINC E SCH	District/School-based job assignment number (not a course)
0073002	PRINC M/J	District/School-based job assignment number (not a course)
0073003	PRINC SH	District/School-based job assignment number (not a course)
0073004	PRINC OTHER E&S SCH	District/School-based job assignment number (not a course)
0073005	PRINC EXC STU SCH	District/School-based job assignment number (not a course)
0073006	PRINC AD SCH	District/School-based job assignment number (not a course)
0073007	DIRE VOC TECN CTR	District/School-based job assignment number (not a course)
0073008	ASTP E	District/School-based job assignment number (not a course)
0073009	ASTP M/J	District/School-based job assignment number (not a course)
0073010	ASTP SH	District/School-based job assignment number (not a course)
0073011	ASTP OTHER E&S SCH	District/School-based job assignment number (not a course)
0073012	ASTP EXC STU SCH	District/School-based job assignment number (not a course)
0073013	ASTP AD SCH	District/School-based job assignment number (not a course)
0073014	AST DIRE VOC TECN	District/School-based job assignment number (not a course)
0073015	CURR COOR/ASTP E	District/School-based job assignment number (not a course)
0073016	CURR COOR/ ASTP M/J	District/School-based job assignment number (not a course)
0073017	CURR COOR/ASTP SH	District/School-based job assignment number (not a course)
0073018	CURR COOR/ASTP/OTHER	District/School-based job assignment number (not a course)
0073019	DEAN/ASTP E	District/School-based job assignment number (not a course)
0073020	DEAN/ASTP M/J	District/School-based job assignment number (not a course)
0073021	DEAN/ASTP SH	District/School-based job assignment number (not a course)
0073022	DEAN/ASTP OTHER SCH	District/School-based job assignment number (not a course)
0073023	ACTIVITIES DIRE	District/School-based job assignment number (not a course)
0073024	ATH DIRE	District/School-based job assignment number (not a course)
0073033	ATH TR	District/School-based job assignment number (not a course)
0073101	INTERN PRINC E	District/School-based job assignment number (not a course)
0073102	INTERN PRINC M/J	District/School-based job assignment number (not a course)
0073103	INTERN PRINC SH	District/School-based job assignment number (not a course)
0073104	INTERN PRINC E&S	District/School-based job assignment number (not a course)
0073105	INTERN PRINC EXC STU	District/School-based job assignment number (not a course)
0073108	INTERN ASTP E	District/School-based job assignment number (not a course)

0073109	INTERN ASTP M/J	District/School-based job assignment number (not a course)
0073110	INTERN ASTP SH	District/School-based job assignment number (not a course)
0073111	INTERN ASTP OTHER	District/School-based job assignment number (not a course)
0073112	INTERN ASTP EXC STU	District/School-based job assignment number (not a course)
0073113	INTERN ASTP AD SCH	District/School-based job assignment number (not a course)
0073114	INTERN AST DIRE VOC	District/School-based job assignment number (not a course)
0073201	INTERIM PRINC E SCH	District/School-based job assignment number (not a course)
0073202	INTERIM PRINC M/J	District/School-based job assignment number (not a course)
0073203	INTERIM PRINC SH	District/School-based job assignment number (not a course)
0073204	INTERIM PRINC OTHER	District/School-based job assignment number (not a course)
0073205	INTERIM PRINC EXC ED	District/School-based job assignment number (not a course)
0073206	INTERIM PRINC AD SCH	District/School-based job assignment number (not a course)
0073207	INTERIM DIRE VOC TEC	District/School-based job assignment number (not a course)
0073208	INTERIM ASTP E SCH	District/School-based job assignment number (not a course)
0073209	INTERIM ASTP M/J	District/School-based job assignment number (not a course)
0073210	INTERIM ASTP SH SCH	District/School-based job assignment number (not a course)
0073211	INTERIM ASTP OTHER	District/School-based job assignment number (not a course)
0073212	INTERIM ASTP EXC STU	District/School-based job assignment number (not a course)
0073214	INTERIM ASTP VOC TEC	District/School-based job assignment number (not a course)
0100220	M/J ART TRAN	Grades 6-8 Education Courses
0100990	ART TRAN	Grades 9-12 and Adult Education Courses
0200220	M/J CPTR TRAN	Grades 6-8 Education Courses
0200339	CLEP INFO SYSTEMS	Grades 9-12 and Adult Education Courses
0200985	IT COMPETENCY EXAM	Grades 9-12 and Adult Education Courses
0200990	CPTR ED TRAN	Grades 9-12 and Adult Education Courses
0300220	M/J DANCE TRAN	Grades 6-8 Education Courses
0300990	DANCE TRAN	Grades 9-12 and Adult Education Courses
0400220	M/J DRAMA TRAN	Grades 6-8 Education Courses
0400990	DRAMA TRAN	Grades 9-12 and Adult Education Courses
0500531	CLEP BUSINESS LAW	Grades 9-12 and Adult Education Courses
0500532	CLEP FINAN ACCTING	Grades 9-12 and Adult Education Courses
0500533	CLEP PRIN OF MGMT	Grades 9-12 and Adult Education Courses
0500534	CLEP PRIN OF MARKET	Grades 9-12 and Adult Education Courses
0700220	M/J FL TRAN	Grades 6-8 Education Courses
0700980	WORLD LANG TRANS 1	Grades 9-12 and Adult Education Courses
0700990	WORLD LANG TRANS 2	Grades 9-12 and Adult Education Courses
0701382	CLEP FRENCH LANG 1-2	Grades 9-12 and Adult Education Courses
0701980	WORLD LANG TRANS 3	Grades 9-12 and Adult Education Courses
0701990	WORLD LANG TRANS 4	Grades 9-12 and Adult Education Courses
0702382	CLEP GERMAN LANG 1-2	Grades 9-12 and Adult Education Courses

0702980	WORLD LANG TRANS 5	Grades 9-12 and Adult Education Courses
0702990	WORLD LANG TRANS 6	Grades 9-12 and Adult Education Courses
0703980	WORLD LANG TRANS 7	Grades 9-12 and Adult Education Courses
0703990	WORLD LANG TRANS 8	Grades 9-12 and Adult Education Courses
0708450	CLEP SPANISH LANG 1-2	Grades 9-12 and Adult Education Courses
0791920	WORLD LANG WAIVER	Grades 9-12 and Adult Education Courses
0800220	M/J HEALTH TRAN	Grades 6-8 Education Courses
0800391	CLEP HUMAN/GROW DEV	Grades 9-12 and Adult Education Courses
0800990	HEALTH TRAN	Grades 9-12 and Adult Education Courses
0900321	CLEP HUMANITIES	Grades 9-12 and Adult Education Courses
0900990	HUM TRAN	Grades 9-12 and Adult Education Courses
1000220	M/J LANG ARTS TRAN	Grades 6-8 Education Courses
1000990	LANG ARTS TRAN	Grades 9-12 and Adult Education Courses
1005900	CLEP AMERICAN LIT	Grades 9-12 and Adult Education Courses
1005901	CLEP ENGLISH LIT	Grades 9-12 and Adult Education Courses
1005902	CLEP A&I LITERATURE	Grades 9-12 and Adult Education Courses
1009380	CLEP COLL COMPOS	Grades 9-12 and Adult Education Courses
1009381	CLEP COLL COMPOS MOD	Grades 9-12 and Adult Education Courses
1100220	M/J LIBR/MEDIA TRAN	Grades 6-8 Education Courses
1100990	LIB/MED TRAN	Grades 9-12 and Adult Education Courses
1200220	M/J MATH TRAN	Grades 6-8 Education Courses
1200325	CLEP COLL ALGEBRA	Grades 9-12 and Adult Education Courses
1200701	CLEP COLL MATH	Grades 9-12 and Adult Education Courses
1200990	MATH TRAN	Grades 9-12 and Adult Education
1200998	CTE/IC MATH SUB 1	Grades 9-12 and Adult Education Courses
1200999	CTE/IC MATH SUB 2	Grades 9-12 and Adult Education Courses
1202301	CLEP CALCULUS	Grades 9-12 and Adult Education Courses
1202341	CLEP PRECALCULUS	Grades 9-12 and Adult Education Courses
1300220	M/J MUS TRAN	Grades 6-8 Education Courses
1300990	MUS TRAN	Grades 9-12 and Adult Education Courses
1500220	M/J PHYS ED TRAN	Grades 6-8 Education Courses
1500410	INTERSCH SSN 1 - COM	Grades 9-12 and Adult Education Courses
1500420	INTERSCH SSN 2 - COM	Grades 9-12 and Adult Education Courses
1500430	INTERSCH SPTS WAIVER	Grades 9-12 and Adult Education Courses
1500440	MCHG BAND PE WAIVER	Grades 9-12 and Adult Education Courses
1500445	DANCE WAIVER	Grades 9-12 and Adult Education Courses
1500450	JROTC/PE YR1 WAIVER	Grades 9-12 and Adult Education Courses
1500460	JROTC/PE YR2 WAIVER	Grades 9-12 and Adult Education Courses
1500470	JROTC/PE WAIVER COMP	Grades 9-12 and Adult Education Courses
1500480	JROTC/PE/PF WAIVER	Grades 9-12 and Adult Education Courses



1500990	PE TRAN	Grades 9-12 and Adult Education Courses
1800990	MILITARY TRAN	Grades 9-12 and Adult Education Courses
2000220	M/J SCI TRAN	Grades 6-8 Education Courses
2000325	CLEP BIOLOGY	Grades 9-12 and Adult Education Courses
2000990	SCI TRAN	Grades 9-12 and Adult Education Courses
2000999	CTE/IC SCI SUB	Grades 9-12 and Adult Education Courses
2002375	CLEP NATURAL SCIENCE	Grades 9-12 and Adult Education Courses
2003376	CLEP CHEMISTRY	Grades 9-12 and Adult Education Courses
2100220	M/J SS TRAN	Grades 6-8 Education Courses
2100325	CLEP US HISTORY 1	Grades 9-12 and Adult Education Courses
2100326	CLEP US HISTORY 2	Grades 9-12 and Adult Education Courses
2100550	CLEP WESTERN CIV 1	Grades 9-12 and Adult Education Courses
2100551	CLEP WESTERN CIV 2	Grades 9-12 and Adult Education Courses
2100990	SOC STUDIES TRAN	Grades 9-12 and Adult Education Courses
2102355	CLEP MACROECONOMICS	Grades 9-12 and Adult Education Courses
2102356	CLEP MICROECONOMICS	Grades 9-12 and Adult Education Courses
2106325	CLEP AMERICAN GOVT	Grades 9-12 and Adult Education Courses
2107380	CLEP INTROD PSYCH	Grades 9-12 and Adult Education Courses
2107381	CLEP EDUC PSYCH	Grades 9-12 and Adult Education Courses
2108330	CLEP INTROD SOCIO	Grades 9-12 and Adult Education Courses
2108331	CLEP SOC SCI & HIST	Grades 9-12 and Adult Education Courses
2200300	NC STUDY HALL 1	Grades 9-12 and Adult Education Courses
2200310	NC STUDY HALL 2	Grades 9-12 and Adult Education Courses
2200320	NC STUDY HALL 3	Grades 9-12 and Adult Education Courses
2200330	NC STUDY HALL 4	Grades 9-12 and Adult Education Courses
2500200	M/J TEMP INSTR PL	Grades 6-8 Education Courses
2500510	TEMP INSTR PLACEMENT	Grades 9-12 and Adult Education Courses
5022000	STUDY HALL E	Grades 9-12 and Adult Education Courses
7910998	CTE SUB ACC ENG 4	Exceptional Student Education Grades 9-12 Courses
7910999	CTE SUB ENG 4	Exceptional Student Education Grades 9-12 Courses
7912998	CTE SUB ACC MATH	Exceptional Student Education Grades 9-12 Courses
7912999	CTE SUB MATH	Exceptional Student Education Grades 9-12 Courses
7920998	CTE SUB ACC SCIENCE	Exceptional Student Education Grades 9-12 Courses
7920999	CTE SUB SCIENCE	Exceptional Student Education Grades 9-12 Courses
7921998	CTE SUB ACC SOCSTUD	Exceptional Student Education Grades 9-12 Courses
7921999	CTE SUB SOCSTUDIES	Exceptional Student Education Grades 9-12 Courses
8299990	BUSINESS ED TRAN	Career/Technical Education Courses
8499990	HEALTH OCCS ED TRAN	Career/Technical Education Courses
8599990	FAM & CONS SCI TRAN	Career/Technical Education Courses
8799990	INDUS ED TRAN	Career/Technical Education Courses

8899990	MKT ED TRAN	Career/Technical Education Courses
8999990	PUB SERV ED TRAN	Career/Technical Education Courses
A010000	AGRIBUS ED TRANSFER	Career/Technical Education Courses
B000000	BUSINESS ED TRAN	Career/Technical Education Courses
H000000	HEALTH OCCS ED TRAN	Career/Technical Education Courses
I000000	INDUS ED TRANSFER	Career/Technical Education Courses
M000000	MKT ED TRANSFER	Career/Technical Education Courses
P000000	PUB SERV ED TRAN	Career/Technical Education Courses
V000000	FAM & CONS SCI TRAN	Career/Technical Education Courses

**APPENDIX F**  
**DOE Student Database Reporting Requirements**  
**for Student Transportation**  
**(Surveys 1, 2, 3, and 4)**  
**Student Eligibility**

To be eligible for transportation funding, a student must be:

1. In membership during survey week,
2. Transported at least once during the five-day survey week,
3. Meet one of the eligibility criteria provided in Section 1011.68(1), F.S.

Please note that school districts must report via the Student Database each student who is transported during survey week regardless of whether or not the student is eligible for transportation funding.

**Membership** includes all prekindergarten through grade 12 students enrolled in school during survey week who are assigned to a bus, passenger car, multipurpose passenger vehicle, general purpose transportation (e.g., city bus or train), or privately owned motor vehicle or boat (for certain students who are isolated or have disabilities).

**Transported** refers to any student who rides the bus (or other approved transportation vehicle) for the purpose of attending school at least once during the five-day survey week.

Eligible students who are transported by general-purpose transportation (city buses, trains, etc.) or privately owned motor vehicles or boats (for isolated students or students with disabilities) are reported in the same manner as all other transported students. For purposes of transportation, rule 6A-1.0451(5), F.A.C., defines students with disabilities under section 1011.68(5), F.S., as those students with disabilities for whom school bus transportation is impracticable or unavailable for reasons related to the student's individual needs and circumstances, as documented on the student's individual educational plan. Section 1006.22, F.S., further requires that the school board have a written or oral contract to transport students with disabilities in privately owned motor vehicles.

School districts are encouraged to communicate to students and parents the safety and availability of student transportation provided by the school district. Such communication is expected to be made during parent orientation, which takes place during the first weeks of school. To ensure equitable student transportation funding for all school districts, it is imperative that school districts report accurate information regarding school bus ridership. To ensure that the transportation ridership count accurately represents the count of

students who ride the bus on a day-to-day basis, school districts may not encourage or provide incentives to students to ride school buses during the survey period, nor may school districts deny privileges to students who do not ride school buses during the survey period.

Communication in the form of announcements from the principal's office or district staff, automated phone calls, letters to students' homes, email correspondence or any other communication suggesting or requesting students to ride the bus specifically during the period of time in which the survey is administered is strictly prohibited. School districts may not create or implement policies or procedures designed to increase school bus ridership during the survey period. Any policies or procedures encouraging or affecting ridership must be in place during the entire year transportation is being provided. For example, a school district that encourages students, via communication during the week prior to survey week, to ride the bus during survey week, is expected to provide the same communication each week during the school year. To verify accurate student ridership counts, department staff may conduct on-site monitoring of student ridership reporting.

Students enrolled in the Florida School for the Deaf and the Blind are not eligible for transportation funding through the FEFP.

### **Eligibility Categories**

Eligibility criteria for transportation funding, in accordance with section 1011.68(1), F.S., are:

1. The student lives two or more miles from the school.
2. The student is classified as a student with a disability under the Individuals with Disabilities Education Act (IDEA), regardless of distance (does not apply to gifted students). K-12 students identified with Specific Learning Disabilities, Speech Impairment or Language Impairment who live fewer than two miles from their assigned schools are eligible only if transportation services are required by the student's Individual Educational Plan (IEP).
3. The student/parent or infant is enrolled in the Teenage Parent Program.
4. The student is enrolled in a state-funded IDEA prekindergarten program or Teenage Parent Prekindergarten program, regardless of the distance from the student's home to the school.
5. The student is a career and technical education or exceptional education student, enrolled in grades 6 through 12, who is being transported from one school center to another where career and technical education programs are provided. Dually enrolled students, as defined by section 1007.271, F.S., who attend a university, college or vocational technical center, are included.

6. The student meets the criteria for hazardous walking as stated in section 1006.23, F.S., including enrollment in elementary school.

### **Hazardous Walking**

To claim hazardous walking funding, districts must code students accordingly on the Hazardous Walking data element on the Student Transportation reporting format on the Automated Student Information Database, no later than the end of the full-time equivalent (FTE) student survey period. School districts are required to have in writing, and on file, documentation identifying the hazardous locations; the date each location was inspected; names of the representatives of the school district, roadway jurisdiction, law enforcement jurisdiction and metropolitan planning organization (if applicable) who participated in the inspection of each hazardous walking location; and the specific conditions verifying that each location meets the qualifying statutory criteria (e.g., traffic counts during the time students walk, number of traffic lanes, speed limit, etc.). Documentation must also be maintained to verify that the representatives of the entities with jurisdiction have mutually agreed that each location meets the qualifying criteria specified in section 1006.23(2), F.S.

### **Students Counted Only Once Per Reporting Period**

A student may be reported using the student transportation format only once per reporting period and only on one mode of travel, even if more than one mode was used. Except if the student was transported during survey periods 2 or 3 for both the regular term and an intersession, then two records should be submitted for that survey period – one for the regular term and one for the intersession.

Students who ride on more than one bus or mode of transportation during the school day may only be counted once. Students who are transported in the morning or afternoon and who are transported from center to center may only be counted once.

Students who ride home from school on a special bus route serving only those students attending after-school activities, and who are not eligible and reported in the morning or at any other time, may not be reported for funding. Pursuant to section 1011.68(1), F.S., students riding a school bus for the purpose of attending school may be counted for funding if they live two or more miles from the school to which they are assigned, regardless of where the bus stop is located. A school may establish a centralized bus stop location to provide students transportation to and from school; however, only students who meet eligibility requirements in section 1011.68(1), F.S., qualify for student transportation funding. A centralized bus stop may not be established during survey week to transport students who otherwise are not generally transported.

The district must have a policy to report students who transfer from one bus to another during survey week, either on the sending or receiving bus. For example, a student transported from home to school and then to a vocational center should have only one

student transportation record reported for that year and survey period (excluding an intersession record, if applicable).

### **Prekindergarten Student Eligibility**

The following prekindergarten students are the only prekindergarten students eligible for transportation funding under section 1011.68(1), F.S.:

- Prekindergarten students with disabilities pursuant to rule 6A-6.03026, F.A.C., regardless of distance, who meet the criteria for receiving specialized transportation services. These students are reported in Membership Category L, IDEA-Prekindergarten through Grade 12, Weighted.
- Prekindergarten students with disabilities pursuant to rule 6A-6.03026, F.A.C., regardless of distance, who do **NOT** meet the weighted funding criteria, as indicated in Membership Category L, for receiving specialized transportation services. These students are reported in Membership Category M, All Other FEFP Transportation Funding-Eligible Students, Unweighted.
- Prekindergarten children of a student parent enrolled in a Teenage Parent Program, pursuant to section 1003.54, F.S. These students are reported in Membership Category F, Teenage Parents and Infants, Unweighted.

Prekindergarten children not enrolled in IDEA programs, or whose parent or parents are not enrolled in a Teenage Parent Program, are not eligible for state transportation funding under section 1011.68(1), F.S. Students in the following programs are **ineligible** for transportation funding under section 1011.68(1), F.S., unless the students also have disabilities or are in a Teenage Parent Program: Prekindergarten Title I, federally funded Prekindergarten Migrant Programs, Head Start and Readiness Coalition programs.

A student enrolled in the VPK Education Program may not be reported under section 1011.68(1), F.S., for student transportation funds.

## **Reporting on the Automated Student Information System**

The DOE receives school district student information at scheduled survey times during the reporting year. Student Transportation data are reported in surveys 1 through 4. See Appendix A of this document for the Schedule of State Processing Dates.

For each student transported by the school district during survey week (regardless of the student's eligibility for transportation funding), the district must submit a student

transportation record to the FDOE Student Information Database located at Northwest Regional Data Center (NWRDC). Database reporting must conform with the FDOE Information Database Requirements.

### **Reporting Days in Term**

Days in Term (For FTE Student Reporting Purposes) is the number of school days the student is scheduled to be transported during the term.

- For most students in surveys 2 and 3, the number of days will be 90.
- For students in programs that meet once a week, the number of days will be 18 (90-day term divided by five).
- For the June and July (surveys 4 and 1) summer periods and for intersessions, report the scheduled days students are required to attend for each reporting period.
- The sum of “Days in Term” reported for surveys 2 and 3 for the same fiscal year is the class days in the academic year calendar or 180 days, whichever is smaller. School districts with less than 180 instructional days must report the actual number of days students were transported, not 180 days.

### **Reporting Vehicle Category**

Vehicle Category indicates the type of vehicle used to transport the student. These include the following categories:

- B School buses meeting Florida School Bus Specifications adopted pursuant to rule 6A-3.003, F.A.C.

Note: The number of school buses reported will be used to calculate the district’s average bus occupancy (ABO), pursuant to section 1011.68(2), F.S. Buses transporting only category N students will not be included in the ABO calculation.

- E Passenger car or allowable multipurpose passenger vehicle owned, operated or contracted by the school board or charter school, transporting fewer than 10 students
- P Privately owned motor vehicle or boat (for certain students with disabilities or isolated students)
- G General-purpose transportation (city buses, trains, etc.)

## **Summer School Eligibility and Schedules Outside Survey Week**

Most students transported to educational programs that are not funded under the FEFP may not be claimed for summer transportation funding. Students with disabilities whose IEPs specify the need for extended school year education and transportation as a related service may be claimed for summer transportation funding. Students attending non-residential Florida DJJ educational programs may also be claimed for summer transportation funding. Students attending a program that does not generate full-time equivalent student membership under the FEFP may not be reported for summer school transportation funding, with the exception of students with disabilities whose IEPs specify the need for extended school year education and transportation as a related service.

If the July or June summer school period is scheduled so that it takes place outside the regularly scheduled survey week period, then a separate survey week will be established to count these students. The middle day or middle week of the summer period should be used as the basis for establishing the survey week. This effort should be coordinated with the district's FTE administrator so that the same survey week is established for reporting both FTE students and transported FTE students.

## **Year-Round Schools Reporting**

Year-Round/Extended School Year FTE Indicator identifies the student being reported as attending either part of the regular school year (Code Z) or in an intersession (Code A). (Code B, Extended School Year FTE, is not applicable to the Student Transportation format.)

Regular School Year - All year-round schools should report the first 90 days of their 180-day regular school year in the October survey. The second 90 days of the regular 180-day school year should be reported in the February survey, regardless of when the tracks are in session.

Intersession - Instruction beyond 180 days (intersessions) may be scheduled at intervals between sessions of the year-round school year. Typically, these intersessions are scheduled as the 10 to 15 day terms following either the 45 or 60 days of the regularly scheduled year-round instructional period. Students with disabilities whose IEPs specify the need for extended school year education and transportation as a related service may be reported for intersession transportation funding. Students attending non-residential Florida DJJ educational programs may also be reported for intersession transportation funding. Students attending a program that does not generate full-time equivalent membership under the FEFP may not be reported for intersession transportation funding. To report students for intersession funding, conduct a survey for those students during intersession. The intersession survey week is determined in a manner similar to that used for "Summer School Scheduled Outside Survey Week" previously discussed. The middle day or middle week of the intersession period should be used as the basis for establishing the survey week. This effort should be coordinated with the district FTE administrator.



# FEFP Transportation Membership Categories

Transportation Membership Category signifies one of the student transportation membership categories listed below. **Students may be counted only one time and only in one membership category.** Students who ride in more than one bus or mode of transportation during the school day may only be counted once. Students who are transported in the morning or afternoon and who are transported from center to center may only be counted once.

Students enrolled in the Florida School for the Deaf and the Blind are not eligible for transportation funding through the FEFP. Florida School for the Deaf and the Blind students being transported on district buses should be claimed in Membership Category N: Non-FEFP Fundable Prekindergarten through Grade 12 Students.

## **Membership Category F:** Teenage Parents and Infants, Unweighted

Students enrolled in the Teenage Parent Program and their eligible children, pursuant to section 1003.54, F.S., regardless of distance.

## **Membership Category G:** Hazardous Walking, Elementary, Unweighted

Kindergarten through grade 6 students enrolled in elementary school who meet the criteria for hazardous walking pursuant to section 1006.23, F.S. Grade 6 students attending middle or junior high school may not be counted.

## **Membership Category L:** Individuals With Disabilities Education Act - Prekindergarten through Grade 12, Weighted

Note: Weighted ESE student transportation funds may not be claimed for transportation in school district passenger cars or parent-reimbursed private passenger cars.

Includes prekindergarten through grade 12 students with disabilities who qualify for weighted transportation funding as described herein.

Includes prekindergarten students with disabilities pursuant to rule 6A-6.03026, F.A.C., regardless of distance, if qualified for weighted funding as described below.

Also includes prekindergarten through grade 12 students with disabilities who are transported from center to center and center to non-center during the day if qualified for weighted funding as described below, provided at least one designation is a school center and the student's IEP documentation identifies the need for the instructional

programs or services and specifies that transportation is to be provided by the school district.

Each student's IEP documentation must contain information that specifies that he or she meets one of the following criteria for specialized transportation services:

1. Medical equipment required. Medical equipment is defined as wheelchair, crutches, walker, cane, tracheotomy equipment, and positioning or unique seating devices.
2. Medical condition that requires a special transportation environment in accordance with a physician's prescription (e.g., tinted windows, dust-controlled atmosphere, temperature control).
3. Attendant (aide) or monitor required due to disability and specific need of student.
4. Shortened school day required due to disability and specific need of student.
5. School assigned is located in an out-of-district school system.

**Membership Category M: All Other FEFP Transportation Funding-Eligible Students, Unweighted**

Kindergarten through grade 12 students living two miles or more from their assigned school or otherwise eligible for FEFP transportation funding, if not reported in Membership Categories F, G or L.

Includes prekindergarten students with disabilities pursuant to rule 6A-6.03026, F.A.C., regardless of distance, who do not meet one of the weighted funding criteria listed in Membership Category L.

Includes prekindergarten through grade 12 students with disabilities who are transported from one school center to another, or from one school center to a non-center, and who do not qualify for weighted funding as described in Membership Category L. Requires that at least one designation is a school center and that the student's IEP documentation identifies the need for the instructional programs or services and specifies that transportation is to be provided by the school district.

Includes kindergarten through grade 12 students with disabilities who live less than two miles from school and who do not meet the weighted funding criteria listed in Membership Category L when transportation is required by the student's IEP. If a student's transportation is not required by the IEP documentation, and the student lives fewer than two miles from school, the student is not eligible for state transportation funding and is reported, if transported, in Membership Category N, "Non-FEFP Fundable Prekindergarten through Grade 12 Students."

Includes kindergarten through grade 12 students with disabilities under section 1011.68(5), F.S., and rule 6A-1.0451, F.A.C., who are transported in vehicles other than a school bus, when school bus transportation is impractical or unavailable for reasons related to the student's individual needs and circumstances. For such students to be eligible for FEFP transportation funding, such need must be documented in the student's IEP.

Includes grades 6-12 career and technical education and dual enrollment students who are transported from center to center during the day and who do not qualify for weighted funding as described in Membership Category L.

Note: The definition of school center is provided in section 1011.68(1)(d), F.S.

**Membership Category N: Non-FEFP Fundable Prekindergarten through Grade 12 Students**

Transported students who are not eligible for funding in the FEFP student transportation categorical program. This record may only be entered with Vehicle Category B, school buses. Report all transported students whose homes are fewer than two miles from school, when measured in accordance with rule 6A-3.001, F.A.C., and who do not qualify under one of the other membership categories. Also report all transported prekindergarten students who are not eligible to be reported in any other membership category (e.g., VPK, if transported in school buses). Report students transported in school buses to programs funded by non-FEFP sources, such as grants (e.g., 21st Century Community Learning Centers, Federal Migrant Programs) and private endowments in this category. Please note that category N students will not be used in each district's ABO calculation pursuant to section 1011.68(2), F.S.