FLORIDA DEPARTMENT OF EDUCATION fldoe.org

State Board of Education

Marva Johnson, Chair John R. Padget, Vice Chair Members Gary Chartrand John A. Colon Rebecca Fishman Lipsey Michael Olenick Andy Tuck Pam Stewart Commissioner of Education

CONTACT PERSONS

NAME: Suzanne Tart

Todd Clark

PHONE: 850-245-0405

850-245-0400

MEMORANDUM

DATE: June 11, 2015

TO: District School Superintendents

FROM: Linda Champion

SUBJECT: June 2014-15 Full-Time Equivalent (FTE) Student Survey Information

This document is intended to assist school districts in reporting FTE students as required by section 1011.62(1)(a), Florida Statutes (F.S.).

The 2014-15 Florida Education Finance Program (FEFP) June FTE student survey will be conducted the week of June 15-19, 2015. The FTE student data from this survey will be used in the final calculation of the 2014-15 FEFP. Please see the attached schedule of cost factors and program numbers for the 2014-15 fiscal year and the schedule of reporting deadlines.

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

General Information

Please refer to the 2014-15 FTE General Instructions for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System and reporting deadlines. As indicated in the February 6, 2015, memorandum regarding the February 2014-15 FTE student survey, significant changes for 2014-15 are identified on page v of the instructions. The final amendment date for reporting June survey data is Friday, July 17, 2015. All database input must be complete as of this date. It is important that validation reports be requested after the last data submission and all FTE student data in error be corrected before FTE student data certification. The final amendment dates for February and June FTE student surveys are July 31 and August 31, respectively. The attached form letter,

Linda Champion
Deputy Commissioner, Finance and Operations

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which certifies the July 2014, October 2014, February 2015 and June 2015 **reported** FTE student data, must be signed by the superintendent or designee and submitted no later than Friday, September 4, 2015. The unweighted funded FTE student totals provided in this letter must match the totals reported in the database as of the final amendment date. **Districts should use FTE Report 05.108 to verify FTE student data recorded in the database for use in the certification letter.** The information in this letter will be compared with the department's report to ensure that accurate information is used in the FTE student data recalibration. Please note that only reported FTE student data should be provided in the FTE student data certification letter.

FTE Student Data to be Reported

The FEFP provides funding only for the 180-day regular school year, with the following exceptions: programs in Florida Department of Juvenile Justice (DJJ) facilities, Juveniles Incompetent to Proceed (JITP) programs, Florida Virtual School (FLVS) part-time instruction and course completion or credit recovery in virtual instruction programs and virtual charter schools. Students attending DJJ facilities, including Practical Academic and Cultural Education Centers for Girls and marine institutes, are funded for a 230- to 250-day school year, and students in these other exceptional categories may also receive funding beyond 180 days. Otherwise, no FTE student data should be reported on the certification letter for programs beyond 180 days.

Other prekindergarten through grade 12 courses offered beyond the regular school year are funded through the Supplemental Academic Instruction and Reading Program allocations. Although funding for such courses does not depend on reported FTE student data, districts are still required to report summer non-funded FTE student data in the Automated Student Information System so associated statistical reports can be generated.

In addition to the FTE student data for programs that operate for more than 180 days, the FTE student data for credit completions or the prescribed level of content that counts toward promotion to the next grade in programs listed in section 1011.62(1)(c), F.S., should be reported in the June survey for the following programs: school district virtual instruction programs (section 1002.45, F.S.), school district virtual course offerings (section 1003.498, F.S.), virtual charter school programs (section 1002.33, F.S.), FLVS full-time programs (section 1002.37(3), F.S.), franchises of the FLVS (section 1002.37(4), F.S.) and FLVS courses delivered on a public school campus (section 1002.37(3)(d), F.S.). Students who successfully complete a virtual instruction course should be reported in the June survey. A virtual instruction course that is not successfully completed should be reported in the June survey with *FTE Reported, Course* equal to 0.0000.

Exceptional Education Student Record

With the exception of students in the John M. McKay Scholarships for Students with Disabilities Program, the FTE student data records of students receiving exceptional education services (FEFP program numbers 111, 112, 113, 254 and 255) must have a matching exceptional education student record to generate funding under the FEFP.

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

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

Reports 60.021 (Supplemental FTE Data File List) and 71.411 (Supplemental Bonus FTE) are available upon request. Report 60.021 provides data regarding the Florida Department of Children and Families; report 71.411 provides data regarding the Florida Advanced Placement, International Baccalaureate, Advanced International Certificate of Education and Early High School Graduation programs. School districts may use these reports to verify the FTE student data in these programs.

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

Please call Suzanne Tart (School Business Services) at 850-245-0405 or Todd Clark (Education Information and Accountability Services) at 850-245-0400 if assistance is needed.

If it is necessary to fax the FTE student certification letter to meet the September 4, 2015, deadline, please use the following fax number: 850-245-9135.

LC/kh

Attachments: June 2014-15 FTE Student Certification Letter

Cost Factors and Program Numbers for the 2014-15 Fiscal Year

FTE Reporting Deadlines 2014-15 through 2017-18

cc: District FTE Administrators
District Finance Officers
District MIS Directors

ATTENTION: THOMAS KAUFFMAN **Due Date: September 4, 2015**

Date:		Fax Number: 850-245-9135	
Florida Dep Office of F 325 West C	hez, Program Director partment of Education unding and Financial Rep Gaines Street, Room 814 e, Florida 32399-0400	porting	
Dear Ms. S	anchez:		
Education 2014, Octo	Information Database as	ne reported PK-12 FTE student totals in the Department of indicated by the final FTE report, File 05.108 , for the July 5 and June 2015 surveys for theschools are represented.	
		Total FEFP Reported PK-12 FTE Florida Education Finance Program	
July	/ 2014 survey total		
Oct	ober 2014 survey total		
Feb	ruary 2015 survey total		
June	e 2015 survey total		
Note:	Florida Virtual School Department of Juver District virtual prograsurveys 2 and 3 and reported only in sur	The following programs are reported with FTE student data in surveys 1-4 Florida Virtual School (FLVS) serving students receiving part-time instruction Department of Juvenile Justice programs and Juveniles Incompetent to Proceed District virtual programs and charter virtual schools are reported with zero FTE in surveys 2 and 3 and actual FTE is reported in survey 4. All other programs are reported only in survey 2 and 3. FLVS, district virtual programs and virtual charter schools are reported for FTE based on successful completions.	
Sincerely,			
Signature o	of District School Superin	 atendent or Designee	

Cost Factors and Program Numbers for the 2014-15 Fiscal Year

	Cost Factors	Program Numbers
Program/Category	<u> </u>	1,0322,002
BASIC PROGRAMS		
PreK-3 Basic	1.126	101
4-8 Basic	1.000	102
9-12 Basic	1.004	103
PreK-3 Basic with ESE ¹ Services ²	1.126	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.004	113
EXCEPTIONAL STUDENT EDUCATION	<u>N</u>	
Support Level 4	3.548	254
Support Level 5	5.104	255
ENGLISH FOR SPEAKERS OF		
OTHER LANGUAGES		
ESOL ³	1.147	130
CAREER EDUCATION		
Career Education 9-12	1.004	300

¹ ESE = Exceptional Student Education ² Includes Prekindergarten Exceptional Students, if not Level 4 or Level 5 ³ ESOL = English for Speakers of Other Languages

FTE Reporting Deadlines 2014-15 through 2017-18

2014-15

Survey 1

Survey Week: July 7-11, 2014 Due Date: July 25, 2014

State Processing: July 21-September 12, 2014 Final Update/Amendment Date: September 30, 2014

Survey 2

Survey Week: October 13-17, 2014 Due Date: October 31, 2014

State Processing: October 20-November 14, 2014 Final Update/Amendment Date: March 31, 2015

Survey 3

Survey Week: February 9-13, 2015 Due Date: February 27, 2015

State Processing: February 16-March 13, 2015 Final Update/Amendment Date: July 31, 2015

Survey 4

Survey Week: June 15-19, 2015

Due Date: July 6, 2015

State Processing: June 29-July 17, 2015

Final Update/Amendment Date: August 31, 2015

2016-17

Survey 1

Survey Week: July 11-15, 2016 Due Date: July 29, 2016

State Processing: July 25-September 16, 2016 Final Update/Amendment Date: September 30, 2016

Survey 2

Survey Week: October 10-14, 2016 Due Date: October 28, 2016

State Processing: October 17-November 11, 2016 Final Update/Amendment Date: March 31, 2017

Survey 3

Survey Week: February 6-10, 2017 Due Date: February 24, 2017

State Processing: February 13-March 10, 2017 Final Update/Amendment Date: July 31, 2017

Survey 4

Survey Week: June 12-16, 2017

Due Date: July 3, 2017

State Processing: June 26-July 14, 2017 Final Update/Amendment Date: August 31, 2017

2015-16

Survey 1

Survey Week: July 6-10, 2015 Due Date: July 24, 2015

State Processing: July 20-September 11, 2015 Final Update/Amendment Date: September 30, 2015

Survey 2

Survey Week: October 12-16, 2015 Due Date: October 30, 2015

State Processing: October 19-November 13, 2015 Final Update/Amendment Date: March 31, 2016

Survey 3

Survey Week: February 8-12, 2016 Due Date: February 26, 2016

State Processing: February 15-March 11, 2016 Final Update/Amendment Date: July 31, 2016

Survey 4

Survey Week: June 13-17, 2016

Due Date: July 5, 2016

State Processing: June 27-July 15, 2016

Final Update/Amendment Date: August 31, 2016

2017-18

Survey 1

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

Survey 2

Survey Week: October 9-13, 2017 Due Date: October 27, 2017

State Processing: October 16-November 10, 2017 Final Update/Amendment Date: March 31, 2018

Survey 3

Survey Week: February 5-9, 2018 Due Date: February 23, 2018

State Processing: February 12-March 9, 2018 Final Update/Amendment Date: July 31, 2018

Survey 4

Survey Week: June 11-15, 2018

Due Date: July 6, 2018

State Processing: June 25-July 13, 2018

Final Update/Amendment Date: August 31, 2018