

Commissioner of Education's
Suspension of Rule 6A-1.0451,
Florida Administrative Code,
in accordance with
Section 4B, Executive Order 18-276

As a result of Hurricane Michael, the Governor issued Executive Order 18-276, granting state agencies the authority to suspend orders, rules and statutes if strict compliance with these orders or laws would prevent, hinder or delay action necessary to cope with the emergency and the action is ordered by the State Coordinating Officer or prescribed in the State Comprehensive Emergency Management Plan. In the counties named in the executive order, the infrastructure to conduct and report survey membership and the personnel to conduct survey activities are unavailable due to the hurricane. As a result, I am waiving portions of the Survey 2 Reporting requirements found in Rule 6A-1.0451, Florida Education Finance Program Student Membership Surveys for any of the following school districts that experienced school closures, Alachua, Baker, Bay, Bradford, Calhoun, Citrus, Columbia, Dixie, Escambia, Franklin, Gadsden, Gilchrist, Gulf, Hamilton, Hernando, Hillsborough, Holmes, Jackson, Jefferson, Lafayette, Leon, Levy, Liberty, Madison, Manatee, Okaloosa, Pasco, Pinellas, Santa Rosa, Suwannee, Taylor, Union, Wakulla, Walton and Washington counties to permit the use of the 11 days that schools were in session immediately preceding Saturday, October 13, 2018, to meet the Florida Education Finance Program attendance requirements for student reporting. Simultaneously with this letter, school districts will receive detailed information about this action. The remainder of the districts are expected to meet the deadlines established in rule.

ENTERED in Tallahassee, Florida, this 16 day of October, 2018.




Pam Stewart, Commissioner of Education



Marva Johnson, *Chair*
Andy Tuck, *Vice Chair*
Members
Gary Chartrand
Ben Gibson
Tom Grady
Michael Olenick
Joe York

MEMORANDUM

TO: Select District School Superintendents

FROM: Pam Stewart 

DATE: October 16, 2018

SUBJECT: **Revisions to Full-Time Equivalent (FTE) Student Reporting**

Hurricane Michael made landfall in Bay County, Florida, on October 10, 2018, causing unprecedented damage to communities throughout the Florida Panhandle and severely disrupting school district operations. As the historic storm barreled toward our state, many of you opened your schools to provide desperately needed shelter for families. This undoubtedly saved lives, and we appreciate all of the hard work that you and your staff have done to keep your districts' residents safe. Department leadership have travelled to and been in regular contact with impacted districts, and we understand that you are all laser focused on reopening as soon as is safely possible.

To account for the disruption in your reporting schedule, revisions to FTE student reporting pursuant to rule 6A-1.0451, Florida Administrative Code, which are included in this memorandum, are effective for the following school districts: Alachua, Baker, Bay, Bradford, Calhoun, Citrus, Columbia, Dixie, Escambia, Franklin, Gadsden, Gilchrist, Gulf, Hamilton, Hernando, Hillsborough, Holmes, Jackson, Jefferson, Lafayette, Leon, Levy, Liberty, Madison, Manatee, Okaloosa, Pasco, Pinellas, Santa Rosa, Suwannee, Taylor, Union, Wakulla, Walton and Washington. I am issuing these revisions pursuant to Governor Rick Scott's Executive Order 18-276.

Attendance Window for Florida Education Finance Program

The *2018-19 Full-time Equivalent General Instructions* publication establishes the attendance window for reporting FTE student enrollment as the five days during survey week and the six days prior to survey week that schools are in session, which was September 28, 2018, through October 12, 2018. For each of the above-listed school districts that experienced school closures during survey week as a result of Hurricane Michael, the attendance window is revised to the 11 days schools were in session immediately preceding Saturday, October 13, 2018.

Individual Educational Plan (IEP) Meetings

IEP meetings initially scheduled during October 8-12, 2018, but rescheduled at a later date and held within two weeks of reopening school, are valid through the October 2018 survey.

Alternate October FTE Student Membership Survey

An alternate survey may be authorized when the district's enrollment is anticipated to vary by at least 5 percent or enrollment at a specific school is anticipated to vary by at least 25 percent "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." The alternate survey must be conducted within nine weeks of the regular survey. Note that permission to conduct an alternate survey does not relieve a district from responsibility for conducting the regularly scheduled survey during the week of October 8-12, 2018, or as revised above.

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State processing for the October 2018 FTE student membership survey began as scheduled on October 15, 2018, and we will work with affected districts as we move forward. We are committed to assisting you as recovery efforts continue, and we will issue additional guidance as new reporting deadlines approach. As always, if you have any questions, we are available to help.

Please contact Mark Eggers at Mark.Eggers@fldoe.org or 850-245-0405 for additional information.

cc: District School Superintendents
District Finance Officers
Hershel Lyons, Chancellor of Public Schools
Linda Champion, Deputy Commissioner
Adam Miller, Executive Director of the Office
of Independent Education and Parental Choice

Andre Smith, Deputy Commissioner
Mark Eggers, Assistant Deputy Commissioner
Management Information Systems Directors
Exceptional Student Education Directors