

# FLORIDA DEPARTMENT OF EDUCATION



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## CONTACT PERSONS

**NAME:** Mark Eggers  
Charlie Hood  
Candy Garcia  
**PHONE:** 850-245-0351  
850-245-9924  
850-245-9078

## MEMORANDUM

**DATE:** May 31, 2013

**TO:** School District Superintendents

**FROM:** Linda Champion

**SUBJECT:** June 2012-13 Student Transportation Survey Information

The June 2012-13 student transportation survey will be conducted the week of June 17-21, 2013. The Automated Student Information System (student transportation format) is used by all districts to transmit their June student transportation information.

Please refer to the [2012-13 Student Transportation General Instructions](#) for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System and reporting deadlines. A list of the reporting deadlines is attached for your convenience. The deadline for initial full submission of June survey data is Friday, July 5, 2013. Any corrections or revisions to this data must be addressed prior to Friday, July 19, 2013, the system cutoff date. The attached form letter, which certifies the adjusted student membership and the number of buses reported on the database, must be signed by the superintendent or designee and submitted no later than Wednesday, September 4, 2013. The June student transportation information provided in this letter must match that reported in the database as of the system cutoff date.

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

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School District Superintendents

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**Districts may use Transportation Report F63499 or F70092 to verify adjusted membership and bus information 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 transportation funding formula.

Please call Mark Eggers (School Business Services) at 850-245-0351, Charlie Hood (School Transportation) at 850-245-9924, or Candy Garcia (Education Information and Accountability Services) at 850-245-9078 if assistance is needed.

LC/kj

Attachments: June 2012-13 Student Transportation Certification Letter  
Student Transportation Reporting Deadlines 2012-13 through 2015-16

cc: District Transportation Directors  
District Finance Officers  
District MIS Directors  
Charter School Contacts

ATTACHMENT A

**ATTENTION: KAREN JOHNSON**  
**Due Date: September 4, 2013**

Date: \_\_\_\_\_

Fax Number: 850-245-9135

Mark Eggers, Bureau Chief  
Florida Department of Education  
School Business Services  
325 W. Gaines Street, Room 814  
Tallahassee, Florida 32399-0400

Dear Mr. Eggers:

This letter certifies the student transportation information totals in the Automated Student Transportation Survey Information Database for the July, October, February and June surveys for the \_\_\_\_\_ School District. Zeros entered below indicate that there were no transported students during the survey period. All district schools, as appropriate, are represented.

	<u>Total Buses</u> (Excluding Intersession)	<u>Total Adjusted Base Students</u>	<u>Total Adjusted ESE Students</u>
July 2012 survey total	_____	_____	_____
October 2012 survey total	_____	_____	_____
February 2013 survey total	_____	_____	_____
June 2013 survey total	_____	_____	_____

Sincerely,

\_\_\_\_\_  
*Signature of School District Superintendent or Designee*

ATTACHMENT B

**Student Transportation Reporting Deadlines  
2012-13 through 2015-16**

<p><b>2012-13</b></p> <p><u>Survey 1</u> Survey Week: July 9-13, 2012 Due Date: July 27, 2012 State Processing: July 23-September 14, 2012 Final Update/Amendment: September 30, 2012</p> <p><u>Survey 2</u> Survey Week: October 8-12, 2012 Due Date: October 26, 2012 State Processing: October 15-November 9, 2012 Final Update/Amendment Date: March 31, 2013</p> <p><u>Survey 3</u> Survey Week: February 11-15, 2013 Due Date: March 1, 2013 State Processing: February 18-March 15, 2013 Final Update/Amendment Date: July 31, 2013</p> <p><u>Survey 4</u> Survey Week: June 17-21, 2013 Due Date: July 5, 2013 State Processing: July 1-19, 2013 Final Update/Amendment Date: August 31, 2013</p>	<p><b>2014-15</b></p> <p><u>Survey 1</u> Survey Week: July 7-11, 2014 Due Date: July 25, 2014 State Processing: July 21-September 12, 2014 Final Update/Amendment: September 30, 2014</p> <p><u>Survey 2</u> 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</p> <p><u>Survey 3</u> 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</p> <p><u>Survey 4</u> 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</p>
<p><b>2013-14</b></p> <p><u>Survey 1</u> Survey Week: July 8-12, 2013 Due Date: July 26, 2013 State Processing: July 22-September 13, 2013 Final Update/Amendment: September 30, 2013</p> <p><u>Survey 2</u> Survey Week: October 14-18, 2013 Due Date: November 1, 2013 State Processing: October 21-November 15, 2013 Final Update/Amendment Date: March 31, 2014</p> <p><u>Survey 3</u> Survey Week: February 10-14, 2014 Due Date: February 28, 2014 State Processing: February 17-March 14, 2014 Final Update/Amendment Date: July 31, 2014</p> <p><u>Survey 4</u> Survey Week: June 16-20, 2014 Due Date: July 7, 2014 State Processing: June 30-July 18, 2014 Final Update/Amendment Date: August 31, 2014</p>	<p><b>2015-16</b></p> <p><u>Survey 1</u> Survey Week: July 6-10, 2015 Due Date: July 24, 2015 State Processing: July 20-September 11, 2015 Final Update/Amendment: September 30, 2015</p> <p><u>Survey 2</u> 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</p> <p><u>Survey 3</u> 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</p> <p><u>Survey 4</u> 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</p>