MEMORANDUM

DATE:    September 23, 2011

TO:       District School Superintendents

FROM:     Linda Champion

SUBJECT:  October 2011-12 Transportation Survey Information

The October 2011-12 student transportation survey will be conducted the week of October 10-14, 2011. The Automated Student Information System (student transportation format) is used by all districts to transmit their October student transportation information.

Please refer to the Student Transportation General Instructions 2011-12 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 October survey data is Friday, October 28, 2011. Any corrections or revisions to this data must be addressed prior to Friday, November 11, 2011, 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 Thursday, November 17, 2011. The October student transportation information provided in this letter must match that reported in the
District School Superintendents  
September 23, 2011  
Page 2

database as of the system cutoff date. **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) 245-9795, or Ruth Jones (Education Information and Accountability Services) at (850) 245-9577 if assistance is needed.

LC/kj

Attachments

cc: Transportation Directors  
MIS Directors  
Finance Officers  
Charter School Contacts
ATTENTION: KAREN JOHNSON
Due Date: November 17, 2011

Date: ______________________ Fax Number: (850) 245-9135

Mark Eggers
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 and October surveys for the __________________________ School District. Zeros entered below indicate that there were no transported students during the survey. All district schools, as appropriate, are represented.

<table>
<thead>
<tr>
<th></th>
<th>Total Buses (Excluding Intersession)</th>
<th>Total Adjusted Base Students</th>
<th>Total Adjusted ESE Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2011 survey total</td>
<td>__________</td>
<td>__________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>October 2011 survey total</td>
<td>__________</td>
<td>__________________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

Sincerely,

______________________________________________
Signature of District School Superintendent or Designee
## Student Transportation Reporting Deadlines
### 2011-12 through 2014-15

<table>
<thead>
<tr>
<th>Year</th>
<th>Survey 1</th>
<th>Survey 2</th>
<th>Survey 3</th>
<th>Survey 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2011-12</strong></td>
<td><strong>Survey 1</strong>&lt;br&gt;Survey Week: July 11-15, 2011&lt;br&gt;Due Date: July 29, 2011&lt;br&gt;State Processing: July 25-September 16, 2011&lt;br&gt;Final Update/Amendment: September 30, 2011</td>
<td><strong>Survey 2</strong>&lt;br&gt;Survey Week: October 10-14, 2011&lt;br&gt;Due Date: October 28, 2011&lt;br&gt;State Processing: October 17-November 11, 2011&lt;br&gt;Final Update/Amendment Date: March 31, 2012</td>
<td><strong>Survey 3</strong>&lt;br&gt;Survey Week: February 13-17, 2012&lt;br&gt;Due Date: March 2, 2012&lt;br&gt;State Processing: February 20-March 16, 2012&lt;br&gt;Final Update/Amendment Date: July 31, 2012</td>
<td><strong>Survey 4</strong>&lt;br&gt;Survey Week: June 11-15, 2012&lt;br&gt;Due Date: June 29, 2012&lt;br&gt;State Processing: June 25-July 13, 2012&lt;br&gt;Final Update/Amendment Date: August 31, 2012</td>
</tr>
<tr>
<td><strong>2012-13</strong></td>
<td><strong>Survey 1</strong>&lt;br&gt;Survey Week: July 9-13, 2012&lt;br&gt;Due Date: July 27, 2012&lt;br&gt;State Processing: July 23-September 14, 2012&lt;br&gt;Final Update/Amendment: September 30, 2012</td>
<td><strong>Survey 2</strong>&lt;br&gt;Survey Week: October 8-12, 2012&lt;br&gt;Due Date: October 26, 2012&lt;br&gt;State Processing: October 15-November 9, 2012&lt;br&gt;Final Update/Amendment Date: March 31, 2013</td>
<td><strong>Survey 3</strong>&lt;br&gt;Survey Week: February 11-15, 2013&lt;br&gt;Due Date: March 1, 2013&lt;br&gt;State Processing: February 18-March 15, 2013&lt;br&gt;Final Update/Amendment Date: July 31, 2013</td>
<td><strong>Survey 4</strong>&lt;br&gt;Survey Week: June 17-21, 2013&lt;br&gt;Due Date: July 5, 2013&lt;br&gt;State Processing: July 1-19, 2013&lt;br&gt;Final Update/Amendment Date: August 31, 2013</td>
</tr>
<tr>
<td><strong>2013-14</strong></td>
<td><strong>Survey 1</strong>&lt;br&gt;Survey Week: July 8-12, 2013&lt;br&gt;Due Date: July 26, 2013&lt;br&gt;State Processing: July 22-September 13, 2013&lt;br&gt;Final Update/Amendment: September 30, 2013</td>
<td><strong>Survey 2</strong>&lt;br&gt;Survey Week: October 14-18, 2013&lt;br&gt;Due Date: November 1, 2013&lt;br&gt;State Processing: October 21-November 15, 2013&lt;br&gt;Final Update/Amendment Date: March 31, 2014</td>
<td><strong>Survey 3</strong>&lt;br&gt;Survey Week: February 10-14, 2014&lt;br&gt;Due Date: February 28, 2014&lt;br&gt;State Processing: February 17-March 14, 2014&lt;br&gt;Final Update/Amendment Date: July 31, 2014</td>
<td><strong>Survey 4</strong>&lt;br&gt;Survey Week: June 16-20, 2014&lt;br&gt;Due Date: July 7, 2014&lt;br&gt;State Processing: June 30-July 18, 2014&lt;br&gt;Final Update/Amendment Date: August 31, 2014</td>
</tr>
<tr>
<td><strong>2014-15</strong></td>
<td><strong>Survey 1</strong>&lt;br&gt;Survey Week: July 7-11, 2014&lt;br&gt;Due Date: July 25, 2014&lt;br&gt;State Processing: July 21-September 12, 2014&lt;br&gt;Final Update/Amendment: September 30, 2014</td>
<td><strong>Survey 2</strong>&lt;br&gt;Survey Week: October 13-17, 2014&lt;br&gt;Due Date: October 31, 2014&lt;br&gt;State Processing: October 20-November 14, 2014&lt;br&gt;Final Update/Amendment Date: March 31, 2015</td>
<td><strong>Survey 3</strong>&lt;br&gt;Survey Week: February 9-13, 2015&lt;br&gt;Due Date: February 27, 2015&lt;br&gt;State Processing: February 16-March 13, 2015&lt;br&gt;Final Update/Amendment Date: July 31, 2015</td>
<td><strong>Survey 4</strong>&lt;br&gt;Survey Week: June 15-19, 2015&lt;br&gt;Due Date: July 6, 2015&lt;br&gt;State Processing: June 29-July 17, 2015&lt;br&gt;Final Update/Amendment Date: August 31, 2015</td>
</tr>
</tbody>
</table>