MEMORANDUM

DATE: January 24, 2011

TO: District School Superintendents

FROM: Linda Champion

SUBJECT: February 2010-11 Transportation Survey Information

This document is intended to assist school districts in providing safe and efficient transportation services to Florida’s student population. The February 2010-11 student transportation survey will be conducted the week of February 7-11, 2011. The Automated Student Information System (student transportation format) is used by all districts to transmit their February student transportation information.

Please refer to the 2010-11 Student Transportation General Instructions online at http://www.fldoe.org/efp/trans.asp for information regarding 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 February survey data is Friday, February 25, 2011. Any corrections or revisions to this data must be addressed prior to Friday, March 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 District School Superintendent or designee and
submitted no later than Thursday, **March 17, 2011**. The February student transportation District information provided in this letter must match that reported in the 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) 245-0400 if assistance is needed.

LC/kj

Attachments

cc: Transportation Directors  
MIS Directors  
Finance Officers
ATTACHMENT A

ATTENTION: KAREN JOHNSON

Due Date: March 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, October, and February 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 2010 Survey Total</td>
<td>_________</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>October 2010 Survey Total</td>
<td>_________</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>February 2011 Survey Total</td>
<td>_________</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

Sincerely,

________________________
Signature of District School Superintendent or Designee
<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>2010-11</td>
<td><strong>Survey Week:</strong> July 12-16, 2010 <strong>Due Date:</strong> July 30, 2010 <strong>State Processing:</strong> July 26-September 17, 2010 <strong>Final Update/Amendment:</strong> September 30, 2010</td>
<td><strong>Survey Week:</strong> October 11-15, 2010 <strong>Due Date:</strong> October 29, 2010 <strong>State Processing:</strong> October 18-November 12, 2010 <strong>Final Update/Amendment Date:</strong> March 31, 2011</td>
<td><strong>Survey Week:</strong> February 7-11, 2011 <strong>Due Date:</strong> February 25, 2011 <strong>State Processing:</strong> February 14-March 11, 2011 <strong>Final Update/Amendment Date:</strong> July 31, 2011</td>
<td><strong>Survey Week:</strong> June 13-17, 2011 <strong>Due Date:</strong> July 1, 2011 <strong>State Processing:</strong> June 27-July 15, 2011 <strong>Final Update/Amendment Date:</strong> August 31, 2011</td>
</tr>
<tr>
<td>2012-13</td>
<td><strong>Survey Week:</strong> July 9-13, 2012 <strong>Due Date:</strong> July 27, 2012 <strong>State Processing:</strong> July 23-September 14, 2012 <strong>Final Update/Amendment:</strong> September 30, 2012</td>
<td><strong>Survey Week:</strong> October 8-12, 2012 <strong>Due Date:</strong> October 26, 2012 <strong>State Processing:</strong> October 15-November 9, 2012 <strong>Final Update/Amendment Date:</strong> March 31, 2013</td>
<td><strong>Survey Week:</strong> February 11-15, 2013 <strong>Due Date:</strong> March 1, 2013 <strong>State Processing:</strong> February 18-March 15, 2013 <strong>Final Update/Amendment Date:</strong> July 31, 2013</td>
<td><strong>Survey Week:</strong> June 17-21, 2013 <strong>Due Date:</strong> July 5, 2013 <strong>State Processing:</strong> July 1-19, 2013 <strong>Final Update/Amendment Date:</strong> August 31, 2013</td>
</tr>
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<td>2011-12</td>
<td><strong>Survey Week:</strong> July 11-15, 2011 <strong>Due Date:</strong> July 29, 2011 <strong>State Processing:</strong> July 25-September 16, 2011 <strong>Final Update/Amendment:</strong> September 30, 2011</td>
<td><strong>Survey Week:</strong> October 10-14, 2011 <strong>Due Date:</strong> October 28, 2011 <strong>State Processing:</strong> October 17-November 11, 2011 <strong>Final Update/Amendment Date:</strong> March 31, 2012</td>
<td><strong>Survey Week:</strong> February 13-17, 2012 <strong>Due Date:</strong> March 2, 2012 <strong>State Processing:</strong> February 20-March 16, 2012 <strong>Final Update/Amendment Date:</strong> July 31, 2012</td>
<td><strong>Survey Week:</strong> June 11-15, 2012 <strong>Due Date:</strong> June 29, 2012 <strong>State Processing:</strong> June 25-July 13, 2012 <strong>Final Update/Amendment Date:</strong> August 31, 2012</td>
</tr>
<tr>
<td>2013-14</td>
<td><strong>Survey Week:</strong> July 8-12, 2013 <strong>Due Date:</strong> July 26, 2013 <strong>State Processing:</strong> July 22-September 13, 2013 <strong>Final Update/Amendment:</strong> September 30, 2013</td>
<td><strong>Survey Week:</strong> October 14-18, 2013 <strong>Due Date:</strong> November 1, 2013 <strong>State Processing:</strong> October 21-November 15, 2013 <strong>Final Update/Amendment Date:</strong> March 31, 2014</td>
<td><strong>Survey Week:</strong> February 10-14, 2014 <strong>Due Date:</strong> February 28, 2014 <strong>State Processing:</strong> February 17-March 14, 2014 <strong>Final Update/Amendment Date:</strong> July 31, 2014</td>
<td><strong>Survey Week:</strong> June 16-20, 2014 <strong>Due Date:</strong> July 7, 2014 <strong>State Processing:</strong> June 30-July 18, 2014 <strong>Final Update/Amendment Date:</strong> August 31, 2014</td>
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