

# FLORIDA DEPARTMENT OF EDUCATION



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## CONTACT PERSONS

**NAME:** Brent Jones  
Herman Carter  
Nada Scott

**PHONE:** (850) 245-0405  
(850) 245-9795  
(850) 245-0400

## MEMORANDUM

**DATE:** May 20, 2008

**TO:** District School Superintendents

**FROM:** Linda Champion

**SUBJECT:** June 2007-08 Transportation Survey

This document is intended to assist school districts in providing safe and efficient transportation services to Florida's student population. Through this and other types of assistance, the Office of Funding and Financial Reporting supports the mission of Florida's K-20 education system to increase the proficiency of all students within one seamless, efficient system.

The June 2007-08 student transportation survey will be conducted the week of June 9-13, 2008. The Automated Student Information System (student transportation format) will be used by all districts to transmit their June student transportation information.

Please refer to the 2007-08 Student Transportation General Instructions on-line at <http://www.fldoe.org/feftp/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 June survey data is Friday, June 27, 2008. Any corrections or revisions to this data must be addressed prior to Friday, July 11, 2008, the system cutoff date. The attached form

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

District School Superintendents

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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, July 17, 2008. The June student transportation 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 Brent Jones (Office of Funding and Financial Reporting) at (850) 245-0405, Herman Carter (School Transportation) at (850) 245-9795, or Nada Scott (Education Information and Accountability Services) at (850) 245-0400 if assistance is needed.

LC/alw

Attachments

ATTENTION: Brent Jones  
Due Date: July 17, 2008

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

Fax Number: (850) 245-9135

Mr. Brent Jones  
Florida Department of Education  
Office of Funding and Financial Reporting  
325 W. Gaines Street, Room 824  
Tallahassee, Florida 32399-0400

Dear Mr. Jones:

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 July survey. 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 2007 survey total	_____	_____	_____
October 2007 survey total	_____	_____	_____
February 2008 survey total	_____	_____	_____
June 2008 survey total	_____	_____	_____

Sincerely,

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

BJ/alw

**Student Transportation  
Reporting Deadlines 2007-08 through 2010-11**

**2007-08**

Survey 1

Survey Week: July 9-13, 2007  
Due Date: July 27, 2007  
State Processing: July 23-September 14, 2007  
Final Update/Amendment: April 25, 2008

Survey 2

Survey Week: October 8-12, 2007  
Due Date: October 26, 2007  
State Processing: October 15-November 9, 2007  
Final Update/Amendment Date: July 25, 2008

Survey 3

Survey Week: February 4-8, 2008  
Due Date: February 22, 2008  
State Processing: February 11-March 7, 2008  
Final Update/Amendment Date: November 21, 2008

Survey 4

Survey Week: June 9-13, 2008  
Due Date: June 27, 2008  
State Processing: June 23-July 11, 2008  
Final Update/Amendment Date: March 27, 2009

**2008-09**

Survey 1

Survey Week: July 14-18, 2008  
Due Date: August 1, 2008  
State Processing: July 28-September 19, 2008  
Final Update/Amendment Date: September 30, 2008

Survey 2

Survey Week: October 13-17, 2008  
Due Date: October 31, 2008  
State Processing: October 20-November 14, 2008  
Final Update/Amendment Date: March 31, 2009

Survey 3

Survey Week: February 9-13, 2009  
Due Date: February 27, 2009  
State Processing: February 16-March 13, 2009  
Final Update/Amendment Date: July 31, 2009

Survey 4

Survey Week: June 8-12, 2009  
Due Date: June 26, 2009  
State Processing: June 22-July 10, 2009  
Final Update/Amendment Date: August 31, 2009

**2009-10**

Survey 1

Survey Week: July 13-17, 2009  
Due Date: July 31, 2009  
State Processing: July 27-September 18, 2009  
Final Update/Amendment: September 30, 2009

Survey 2

Survey Week: October 12-16, 2009  
Due Date: October 30, 2009  
State Processing: October 19-November 13, 2009  
Final Update/Amendment Date: March 31, 2010

Survey 3

Survey Week: February 8-12, 2010  
Due Date: February 26, 2010  
State Processing: February 15-March 12, 2010  
Final Update/Amendment Date: July 31, 2010

Survey 4

Survey Week: June 14-18, 2010  
Due Date: July 2, 2010  
State Processing: June 28-July 16, 2010  
Final Update/Amendment Date: August 31, 2010

**2010-11**

Survey 1

Survey Week: July 12-16, 2010  
Due Date: July 30, 2010  
State Processing: July 26-September 17, 2010  
Final Update/Amendment Date: September 30, 2010

Survey 2

Survey Week: October 11-15, 2010  
Due Date: October 29, 2010  
State Processing: October 18-November 12, 2010  
Final Update/Amendment Date: March 31, 2011

Survey 3

Survey Week: February 7-11, 2011  
Due Date: February 25, 2011  
State Processing: February 14-March 11, 2011  
Final Update/Amendment Date: July 31, 2011

Survey 4

Survey Week: June 13-17, 2011  
Due Date: July 1, 2011  
State Processing: June 27-July 15, 2011  
Final Update/Amendment Date: August 31, 2011

