MEMORANDUM

TO: District School Superintendents

FROM: Linda Champion

DATE: September 5, 2018

SUBJECT: July 2018-19 Student Transportation Survey Information

The July 2018-19 student transportation survey was conducted during the week of July 9-13, 2018. The Automated Student Information System (student transportation format) will be used by all districts to transmit their July student transportation survey information. Please refer to Appendix F of the 2018-19 FTE General Instructions for information regarding student eligibility and reporting criteria, and instructions for the Automated Student Information System. In 2018-19, the window of time during which a student must be transported in order to be eligible for reporting was extended to include the six scheduled school days preceding the five-day survey week.

The system cut-off date for reporting July survey data is Sunday, September 30, 2018. Any corrections or revisions to this data must be addressed by this 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 Monday, October 8, 2018. The July student transportation information provided in this letter must match that reported in the district database as of the final cut-off date. Once notified of the availability of certification reports, districts may use Transportation Report F63499 or F70092 to verify adjusted membership and bus information recorded in the database for the certification letter. The information in this letter will be compared with the Florida Department of Education’s (department) report to ensure that accurate information is used in the transportation funding formula. A certification letter must be submitted even if the district does not have any July survey data.
Charter schools with eligible students who are reported for Florida Education Finance Program transportation funding must submit their ridership reports to the sponsoring school district. The district will include these students in the survey data submitted to the department. Charter schools do not have to submit a certification letter to the department and are encouraged to contact the transportation director in their sponsoring school district prior to the survey regarding the district’s reporting process and procedures. Please email or call the department’s School Transportation Management Office at schtrans@fldoe.org or 850-245-9795 if you need contact information for local school district transportation personnel.

Please call Lee Davis, School Business Services, at 850-245-0405, or Teresa Sancho, PK-12 Education Information Services, at 850-245-0400 if assistance in reporting student transportation data is needed.

Please scan and email the signed certification letter to josh.bemis@fldoe.org, or fax it to 850-245-9135.

LC/jb

Attachments: July 2018-19 Student Transportation Certification Letter
Student Transportation Reporting Deadlines 2018-19 through 2021-21

cc: District Transportation Directors
    District Management Information System Directors
    District Finance Officers
    District Charter School Contacts
    Mark Eggers, Assistant Deputy Commissioner
    Lee Davis, Senior Educational Program Director
    Teresa Sancho, Deputy Director
Date: ______________________  Fax Number: 850-245-9135

Mark Eggers, Assistant Deputy Commissioner  
Florida Department of Education  
Bureau of School Business Services  
325 West 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 2018 survey for the _________________ County School District. Zeros entered below indicate that there were no transported students during the survey period. All district schools are represented.

<table>
<thead>
<tr>
<th>Total Buses (Excluding Intersession)</th>
<th>Total Adjusted Base Students</th>
<th>Total Adjusted ESE Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2018 survey total</td>
<td>__________</td>
<td>______________</td>
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</tbody>
</table>

Contact Name: _____________________________  Phone Number: ______________

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>
<th>Survey 5</th>
<th>Survey 6</th>
<th>Survey 7</th>
<th>Survey 8</th>
<th>Survey 9</th>
<th>Survey 10</th>
<th>Survey 11</th>
<th>Survey 12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Due Date: July 27, 2018</td>
<td>Due Date: October 19, 2018</td>
<td>Due Date: February 15, 2019</td>
<td>Due Date: July 24, 2019</td>
<td>Due Date: July 24, 2020</td>
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</tr>
<tr>
<td></td>
<td>Final Update/Amendment Date: September 30, 2018</td>
<td>Final Update/Amendment Date: December 15, 2018</td>
<td>Final Update/Amendment Date: April 15, 2019</td>
<td>Final Update/Amendment Date: August 15, 2019</td>
<td>Final Update/Amendment Date: September 1, 2020</td>
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</tr>
</tbody>
</table>

**Student Transportation Reporting Deadlines 2018-19 through 2021-22**

**2018-19**

Survey 1
Survey Week: July 9-13, 2018
Due Date: July 27, 2018
State Processing: July 23-September 14, 2018
Final Update/Amendment Date: September 30, 2018

Survey 2
Survey Week: October 8-12, 2018
Due Date: October 19, 2018
State Processing: October 15-November 2, 2018
Final Update/Amendment Date: December 15, 2018

Survey 3
Survey Week: February 4-8, 2019
Due Date: February 15, 2019
State Processing: February 11-March 1, 2019
Final Update/Amendment Date: April 15, 2019

Survey 4
Survey Week: June 10-14, 2019
Due Date: July 24, 2019
State Processing: June 24-July 12, 2019
Final Update/Amendment Date: August 15, 2019

**2019-20**

Survey 1
Survey Week: July 8-12, 2019
Due Date: July 26, 2019
State Processing: July 22-September 13, 2019
Final Update/Amendment Date: September 30, 2019

Survey 2
Survey Week: October 7-11, 2019
Due Date: October 18, 2019
State Processing: October 14-November 1, 2019
Final Update/Amendment Date: December 15, 2019

Survey 3
Survey Week: February 3-7, 2020
Due Date: February 14, 2020
State Processing: February 10-February 28, 2020
Final Update/Amendment Date: April 15, 2020

Survey 4
Survey Week: June 8-12, 2020
Due Date: July 2, 2020
State Processing: June 22-July 10, 2020
Final Update/Amendment Date: August 15, 2020

**2020-21**

Survey 1
Survey Week: July 6-10, 2020
Due Date: July 24, 2020
State Processing: July 20-September 11, 2020
Final Update/Amendment Date: September 30, 2020

Survey 2
Survey Week: October 5-9, 2020
Due Date: October 16, 2020
State Processing: October 12- October 30, 2020
Final Update/Amendment Date: December 15, 2020

Survey 3
Survey Week: February 8-12, 2021
Due Date: February 19, 2021
State Processing: February 15-March 5, 2021
Final Update/Amendment Date: April 15, 2021

Survey 4
Survey Week: June 7-11, 2021
Due Date: July 2, 2021
State Processing: June 21-July 9, 2021
Final Update/Amendment Date: August 15, 2021

**2021-22**

Survey 1
Survey Week: July 12-16, 2021
Due Date: July 30, 2021
State Processing: July 26 – September 10, 2021
Final Update/Amendment Date: September 30, 2021

Survey 2
Survey Week: October 11-15, 2021
Due Date: October 22, 2021
State Processing: October 18 – November 5, 2021
Final Update/Amendment Date: December 15, 2021

Survey 3
Survey Week: February 7-11, 2022
Due Date: February 18, 2022
State Processing: February 14 – March 4, 2022
Final Update/Amendment Date: April 15, 2022

Survey 4
Survey Week: June 6-10, 2022
Due Date: July 1, 2022
State Processing: June 20 – July 8, 2022
Final Update/Amendment Date: August 15, 2022