



Andy Tuck, *Chair*
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Members
Ben Gibson
Tom Grady
Michael Olenick
Ryan Petty
Joe York

CONTACT PERSONS:

NAMES: Josh Bemis
Teresa Sancho
PHONE: 850-245-0405
850-245-0400

MEMORANDUM

TO: District School Superintendents

FROM: Suzanne Pridgeon

DATE: June 26, 2020

SUBJECT: June 2019-20 Student Transportation Survey Information

The June 2019-20 student transportation survey was conducted during the week of June 8-12, 2020. The Automated Student Information System (student transportation format) will be used by all districts to transmit their June student transportation survey information. Please refer to Appendix G of the [2019-20 FTE General Instructions](#) for information regarding student eligibility and reporting criteria, and instructions for the Automated Student Information System.

The initial due date for reporting June survey data is Thursday, July 2, 2020. Any corrections or revisions to this data must be addressed by Saturday, August 15, 2020, the final amendment date, in order to be incorporated into the 2019-20 Florida Education Finance Program (FEFP) Final Calculation. 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, August 24, 2020**. The June student transportation information provided in this letter must match that reported in the district database as of the August 15, 2020, 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.

Charter schools with eligible students who are reported for FEFP 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

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

June 2019-20 Student Transportation Survey Information

June 26, 2020

Page Two

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 Josh Bemis, 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. The signed certification letter should be emailed to james.andrews@fldoe.org or faxed to 850-245-9135.

SP/ja

Attachments: June 2019-20 Student Transportation Certification Letter
Student Transportation Reporting Deadlines 2019-20 through 2022-23

cc: District Charter School Contacts
District Transportation Directors
District Finance Officers
District Management Information System Directors
District MIS Student Database System Contacts
Mark Eggers, Assistant Deputy Commissioner
Teresa Sancho, Deputy Director
Robert Manspeaker, Senior Educational Program Director
Josh Bemis, Educational Policy Director
James Andrews, Educational Policy Consultant