MEMORANDUM

TO: District School Superintendents  
FROM: Linda Champion  
DATE: October 16, 2015  
SUBJECT: Factors to Estimate February 2016 Full-Time Equivalent (FTE) Student Membership for the 2015-16 Third Florida Education Finance Program (FEFP) Calculation

Attached is a list of the factors that will be used to estimate each school district’s February 2016 FTE student membership for the 2015-16 third FEFP calculation. Ten factors were calculated for each district, one for each of the following programs:

101 Basic Education Grades PK-3  
102 Basic Education Grades 4-8  
103 Basic Education Grades 9-12  
111 Basic Education Grades PK-3 with Exceptional Student Education (ESE) Services  
112 Basic Education Grades 4-8 with ESE Services  
113 Basic Education Grades 9-12 with ESE Services  
130 ESOL/Intensive English Grades K-12  
254 ESE Support Level 4  
255 ESE Support Level 5  
300 Career Education Grades 9-12

The February 2016 factors are based on historical relationships between October and February FTE. For the 2015-16 third FEFP calculation, the February 2016 calculated factors will be multiplied by the reported October 2015 survey FTE prorated to 1.0 FTE per student for each program to estimate the February 2016 survey FTE.

Linda Champion  
Deputy Commissioner, Finance and Operations
The FTE that will be used in the 2015-16 third FEFP calculation is the sum of the calculated July and October 2015 FTE, the estimated February 2016 FTE that is derived from the February factors process and the estimated June 2016 FTE.

Please review the recommended factors on the attached worksheet and complete and fax the worksheet to Andrew Morrell at 850-245-9135 by Friday, October 30, 2015. If these factors are not appropriate for determining the February FTE, please propose revisions on the attached form. The review of these factors is critical because the estimated February FTE will be a major determinant in the amount of each district’s FEFP funding following the 2015-16 third FEFP calculation. The attached factors will be used if no response is received by the deadline.

LC/eg

Attachment: Factors to Estimate February 2016 Survey FTE

cc: District Finance Officers
    District FTE Administrators
ATTENTION: ANDREW MORRELL  
Due Date: October 30, 2015

FLORIDA DEPARTMENT OF EDUCATION BUREAU OF SCHOOL BUSINESS SERVICES  
OFFICE OF FUNDING AND FINANCIAL REPORTING  

FACTORS TO ESTIMATE FEBRUARY 2016 SURVEY FTE  
____________________ COUNTY SCHOOL DISTRICT

Complete the form by indicating that the recommended factors listed below are appropriate for determining February FTE. If the factors are not appropriate, please provide revisions by FEFP program.

Fax the form to the Office of Funding and Financial Reporting at 850-245-9135.

☐ The recommended factors are appropriate for determining February FTE.

☐ The recommended factors are not appropriate for determining February FTE. Revised factors by program are provided below.

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<th>Program</th>
<th>Recommended Factor</th>
<th>Revised Factor Proposed School By District</th>
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Signature of FTE Administrator

Date of Signature