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Tom Grady  
Michael Olenick  
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**CONTACT PERSONS:**

**NAMES:** Josh Bemis  
Kendra Jahnke  
**PHONE:** 850-245-0405  
850-245-0400

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Suzanne Pridgeon

**DATE:** January 30, 2020

**SUBJECT: February 2019-20 Full-Time Equivalent (FTE) Student Survey Information**

This document is intended to assist school districts in reporting FTE students, as required by section 1011.62(1)(a), Florida Statutes (F.S.).

The 2019-20 Florida Education Finance Program (FEFP) February FTE student survey will be conducted during the week of February 3-7, 2020. The FTE student data from this survey will be used in the fourth calculation of the 2019-20 FEFP. Please see the attached list of cost factors and program numbers for the 2019-20 fiscal year and the schedule of reporting deadlines for 2019-20 through 2022-23.

**“Date Certain” for all schools in all school districts is Friday of survey week.** “Date certain” is the specific time for setting student schedules on the local student course record and is used for reporting the FTE Reported, Course data element.

**General Information**

Please refer to the [2019-20 FTE General Instructions](#) for information regarding student eligibility and reporting criteria, and instructions for the Automated Student Information System. Significant changes for 2019-20 are identified on page vi of the instructions.

The system cut-off date for reporting February survey data to be used in the 2019-20 FEFP Fourth Calculation is Wednesday, April 15, 2020. All database entries must be complete as of this date in order to be included in the 2019-20 FEFP Fourth Calculation. **It is important that validation reports be requested prior to this date, and all FTE student data in error be**

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

**corrected before submitting a certification letter to the Florida Department of Education (department).**

The attached form letter, which certifies February 2020 **reported** FTE student data, must be signed by the superintendent or designee and submitted to the Bureau of School Business Services no later than **Wednesday, April 22, 2020**. The unweighted reported FTE student totals provided in this letter must match the totals reported in the database as of the system cut-off date. **Once notified of the availability of certification reports, districts should use FTE Report 05.108 to verify FTE student data recorded in the database for 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 FTE student recalibration process. Please note that only reported FTE student data should be provided in the FTE student data certification letter.

**FTE Student Data to be Reported**

The following programs may operate for more than the 180-day regular school year, or hourly equivalent, and may report the associated FTE for funding: programs in Florida Department of Juvenile Justice (DJJ) facilities; Juveniles Incompetent to Proceed programs; Florida Virtual School (FLVS) part-time instruction; and credit recovery in virtual instruction programs and virtual charter schools. Students attending DJJ facilities are funded for a 230- to 250-day school year. Other prekindergarten through grade 12 courses offered beyond the regular school year are funded through the Supplemental Academic Instruction and Reading Program allocations. Although funding for such courses does not depend on reported FTE student data, districts are still required to report summer non-funded FTE student data in the Automated Student Information System so associated statistical reports can be generated.

In addition to the FTE student data for programs that operate for more than 180 days or the hourly equivalent, the FTE student data for credit completions or the prescribed level of content that counts toward promotion to the next grade in programs listed in s. 1011.62(1)(c), F.S., should be reported in the June survey for the following programs: school district virtual instruction programs (s. 1002.45, F.S.); school district virtual course offerings (s. 1003.498, F.S.); virtual charter school programs (s. 1002.33, F.S.); FLVS full-time programs (s. 1002.37(8), F.S.); franchises of FLVS (s. 1002.37(4), F.S.); and FLVS courses delivered on a public school campus (s. 1002.37(3)(d), F.S.). Students who successfully complete a virtual instruction course should be reported in the June survey. A virtual instruction course that is not successfully completed should be reported in the June survey with FTE Reported, Course equal to 0.0000.

**Exceptional Student Education (ESE) Student Record**

With the exception of students in the McKay Scholarship for Students with Disabilities Program, the FTE student records of students receiving ESE services (FEFP program numbers 111, 112,

113, 254 and 255) must have a matching ESE student record to generate funding under the FEFP.

**Classroom Identification, Florida Inventory of School Houses (FISH) Number**

To generate funding under the FEFP, each teacher course record for courses taught in a school district classroom in surveys 2 and 3 must contain a valid classroom identification FISH number that matches a number in the FISH file.

Reports 60.021 (Supplemental FTE Data File List) and 71.411 (Supplemental Bonus FTE) are available upon request. Report 60.021 provides data regarding the Florida Department of Children and Families programs; report 71.411 provides data regarding the Florida Advanced Placement, International Baccalaureate, Advanced International Certificate of Education and Early High School Graduation programs. School districts can use these reports to verify the FTE in these programs. For additional information, consult the [2019-20 Student Information System Database Manual](#).

Please call Josh Bemis, School Business Services, at 850-245-0405 or Kendra Jahnke, PK-12 Education Information Services, at 850-245-0400, if assistance is needed. The signed certification letter should be emailed to [James.Andrews@fldoe.org](mailto:James.Andrews@fldoe.org) or faxed to 850-245-9135.

SP/ja

Attachments: February 2019-20 FTE Student Certification Letter  
Cost Factors and Program Numbers for the 2019-20 Fiscal Year  
FTE Reporting Deadlines 2019-20 through 2022-23

cc: District FTE Administrators  
District Finance Officers  
District Management Information System Directors  
District Management Information System Contacts  
Mark Eggers, Assistant Deputy Commissioner  
Kendra Jahnke, Senior Educational Program Director  
Josh Bemis, Educational Policy Director  
James Andrews, Educational Policy Consultant

ATTENTION: James Andrews  
[James.Andrews@fldoe.org](mailto:James.Andrews@fldoe.org)  
**Due Date: April 22, 2020**

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 reported PK-12 FTE student totals in the Florida Department of Education Information Database, as indicated by the final FTE report, **File 05.108**, for the July 2019, October 2019 and February 2020 surveys for the \_\_\_\_\_ County School District. All district schools are represented.

Total FEFP Reported PK-12 FTE  
Florida Education Finance Program

July 2019 survey totals \_\_\_\_\_

October 2019 survey totals \_\_\_\_\_

February 2020 survey totals \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Note:** The following programs are reported with FTE student data in surveys 1-4: Florida Virtual School (FLVS) serving students receiving part-time instruction, Department of Juvenile Justice programs and Juveniles Incompetent to Proceed. District virtual programs and charter virtual schools are reported with zero FTE in surveys 2 and 3, and actual FTE is reported in survey 4. All other programs are reported only in surveys 2 and 3. FLVS, district virtual programs and virtual charter schools are reported for FTE based on successful completions.

Sincerely,

\_\_\_\_\_  
Signature of District School Superintendent or Designee

## Cost Factors and Program Numbers for the 2019-20 Fiscal Year

<b>Program/Category</b>	<b><u>Cost Factors</u></b>	<b><u>Program Numbers</u></b>
<b><u>BASIC PROGRAMS</u></b>		
PreK-3 Basic	1.120	101
4-8 Basic	1.000	102
9-12 Basic	1.005	103
PreK-3 Basic with ESE Services*	1.120	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.005	113
<b><u>EXCEPTIONAL STUDENT EDUCATION</u></b>		
Support Level 4	3.637	254
Support Level 5	5.587	255
<b><u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u></b>		
ESOL	1.181	130
<b><u>CAREER EDUCATION</u></b>		
Career Education 9-12	1.005	300

\* Includes Prekindergarten ESE students, if not Level 4 or Level 5.

## FTE Reporting Deadlines 2019-20 through 2022-23

<p><b>2019-20</b>  <u>Survey 1</u>            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</p> <p><u>Survey 2</u>            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</p> <p><u>Survey 3</u>            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</p> <p><u>Survey 4</u>            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</p>	<p><b>2020-21</b>  <u>Survey 1</u>            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</p> <p><u>Survey 2</u>            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</p> <p><u>Survey 3</u>            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</p> <p><u>Survey 4</u>            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</p>
<p><b>2021-22</b>  <u>Survey 1</u>            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</p> <p><u>Survey 2</u>            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</p> <p><u>Survey 3</u>            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</p> <p><u>Survey 4</u>            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</p>	<p><b>2022-23</b>  <u>Survey 1</u>            Survey Week July 11-15, 2022            Due Date: July 29, 2022            State Processing: July 25 – September 9, 2022            Final Update/Amendment Date: September 30, 2022</p> <p><u>Survey 2</u>            Survey Week: October 10-14, 2022            Due Date: October 21, 2022            State Processing: October 17 – November 4, 2022            Final Update/Amendment Date: December 15, 2022</p> <p><u>Survey 3</u>            Survey Week: February 6-10, 2023            Due Date: February 17, 2023            State Processing: February 13 – March 3, 2023            Final Update/Amendment Date: April 15, 2023</p> <p><u>Survey 4</u>            Survey Week: June 5-9, 2023            Due Date: June 30, 2023            State Processing: June 19 – July 7, 2023            Final Update/Amendment Date: August 15, 2023</p>