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**CONTACT PERSONS:**

**NAMES:** Mark Eggers  
Kenneth Dukes

**PHONE:** 850-245-0405  
850-245-0400

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Linda Champion

**DATE:** October 5, 2018

**SUBJECT: October 2018-19 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 2018-19 Florida Education Finance Program (FEFP) October FTE student survey will be conducted during the week of October 8-12, 2018. The FTE student data from this survey will be used in the third calculation of the 2018-19 FEFP. Please see the attached list of cost factors and program numbers for the 2018-19 fiscal year, and the schedule of reporting deadlines for 2018-19 through 2021-22.

**“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 [2018-19 FTE General Instructions](#) for information regarding student eligibility and reporting criteria, and instructions for the Automated Student Information System. Significant changes for 2018-19 are identified on page v of the instructions.

The system cut-off date for reporting October survey data is Saturday, December 15, 2018. All database entry must be complete as of this date. **It is important that validation reports be requested prior to this date, and all FTE student data in error be corrected before**

Linda Champion  
Deputy Commissioner, Finance and Operations

**submitting a certification letter to the Florida Department of Education (department). No changes to October survey data may be made after this date.**

The attached form letter, which certifies October 2018 **reported** FTE student data, must be signed by the superintendent or designee and submitted to the Bureau of School Business Services no later than **Thursday, December 20, 2018**. 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 section 1011.62(1)(c), F.S., should be reported in the June survey for the following programs: school district virtual instruction programs (section 1002.45, F.S.); school district virtual course offerings (section 1003.498, F.S.); virtual charter school programs (section 1002.33, F.S.); FLVS full-time programs (section 1002.37(8), F.S.); franchises of the FLVS (section 1002.37(4), F.S.); and FLVS courses delivered on a public school campus (section 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.

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**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 [2018-19 Student Information System Database Manual](#).

Please call Mark Eggers, School Business Services, at 850-245-0405, or Kenneth Dukes, PK-12 Education Information Services, at 850-245-0400 if assistance is needed.

Please scan and email the signed certification letter to [josh.bemis@fldoe.org](mailto:josh.bemis@fldoe.org), or fax it to 850-245-9135.

LC/jb

Attachments: October 2018-19 FTE Student Certification Letter  
Cost Factors and Program Numbers for the 2018-19 Fiscal Year  
FTE Reporting Deadlines 2018-19 through 2021-22

cc: District FTE Administrators  
District Finance Officers  
District Management Information System Directors  
District Management Information System Contacts  
Mark Eggers, Assistant Deputy Commissioner  
Kenneth Dukes, Database Manager  
Lee Davis, Senior Educational Program Director

ATTENTION: JOSH BEMIS  
Due Date: December 20, 2018

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 2018 and October 2018 surveys for the \_\_\_\_\_ County School District. All district schools are represented.

Total FEFP Reported PK-12 FTE  
Florida Education Finance Program

July 2018 survey total \_\_\_\_\_

October 2018 survey total \_\_\_\_\_

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 2018-19 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	1.108	101
4-8 Basic	1.000	102
9-12 Basic	1.000	103
PreK-3 Basic with ESE Services*	1.108	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.000	113
<b><u>EXCEPTIONAL STUDENT EDUCATION</u></b>		
Support Level 4	3.619	254
Support Level 5	5.642	255
<b><u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u></b>		
ESOL	1.185	130
<b><u>CAREER EDUCATION</u></b>		
Career Education 9-12	1.000	300

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

## FTE Reporting Deadlines 2018-19 through 2021-22

<p><b>2018-19</b>  <u>Survey 1</u>            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</p> <p><u>Survey 2</u>            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</p> <p><u>Survey 3</u>            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</p> <p><u>Survey 4</u>            Survey Week: June 10-14, 2019            Due Date: July 5, 2019            State Processing: June 24-July 12, 2019            Final Update/Amendment Date: August 15, 2019</p>	<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>