MEMORANDUM

DATE: October 3, 2013

TO: School District Superintendents

FROM: Linda Champion

SUBJECT: October 2013-14 Student Transportation Survey Information

The October 2013-14 student transportation survey will be conducted the week of October 14-18, 2013. The Automated Student Information System (student transportation format) is used by all districts to transmit their October student transportation information.

The student transportation reporting requirements have been revised for 2013-14. Please refer to the 2013-14 Student Transportation General Instructions for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System and reporting deadlines.

The primary revisions to the Student Transportation General Instructions for 2013-14 are:
• The 11 membership categories have been consolidated into 5 categories to simplify reporting. The criteria that determine which transported students are eligible for Florida Education Finance Program (FEFP) funding have not changed (i.e., which students with disabilities generate weighted transportation funding versus which students generate base transportation funding). Nevertheless, districts should review the Student Transportation General Instructions to ensure that students are reported in the correct categories.

• The Student Transportation General Instructions clarify that students may only be reported for transportation funding in Surveys 1 and 4 if they: 1) are students with disabilities whose Individual Educational Plans require transportation as a related service for extended school year programs, or 2) are transported for non-residential Florida Department of Juvenile Justice instructional programs for which the instruction is reported for funding under the FEFP. Other students attending programs during Surveys 1 and 4 will not be eligible for FEFP student transportation funding. This will take effect in Survey 4 in June 2014.

A list of the reporting deadlines is attached for your convenience. The deadline for initial full submission of October survey data is Friday, November 1, 2013. Any corrections or revisions to this data must be addressed by Friday, November 15, 2013, the system cutoff 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 Thursday, November 21, 2013. The October student transportation information provided in this letter must match that reported in the district database as of the system cutoff date. **Districts may use Transportation Report F63499 or F70092 to verify adjusted membership and bus information recorded in the database for use in 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 transportation funding formula.

Charter schools with students who are eligible and 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 Florida Department of Education. Charter schools are encouraged to contact the transportation director in their sponsoring school district prior to the survey regarding the district’s reporting process and procedures. Contact information for local school district transportation personnel is available from the department’s School Transportation office at schtrans@fldoe.org or 850-245-9795.

Please call Mark Eggers (School Business Services) at 850-245-0351, Charlie Hood (School Transportation) at 850-245-9795 or Candido Garcia (Education Information and Accountability Services) at 850-245-9078 if assistance is needed.

LC/kj

Attachments:  
Student Transportation Certification Letter (for October 2013 Survey)  
Student Transportation Reporting Deadlines 2013-14 through 2016-17

cc: District Transportation Directors  
District MIS Directors  
District Finance Officers  
Charter School Contacts
ATTENTION: KAREN JOHNSON  
**Due Date: November 21, 2013**

Mark Eggers, Bureau Chief  
Florida Department of Education  
School Business Services  
325 W. 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 2013 and October 2013 surveys for the ________________ 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></th>
<th>Total Buses (Excluding Intersession)</th>
<th>Total Adjusted Base Students</th>
<th>Total Adjusted ESE Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2013 survey total</td>
<td>_________</td>
<td>__________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>October 2013 survey total</td>
<td>_________</td>
<td>__________________________</td>
<td>__________________________</td>
</tr>
</tbody>
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Sincerely,

__________________________________________________________  
*Signature of School District Superintendent or Designee*
# Student Transportation Reporting Deadlines

## 2013-14

| Survey 1 | Survey Week: July 8-12, 2013  
Due Date: July 26, 2013  
State Processing: July 22-September 13, 2013  
Final Update/Amendment Date: September 30, 2013 |
|----------|-------------------------------------------------------------------------------------------------------------------------------------|
| Survey 2 | Survey Week: October 14-18, 2013  
Due Date: November 1, 2013  
State Processing: October 21-November 15, 2013  
Final Update/Amendment Date: March 31, 2014 |
| Survey 3 | Survey Week: February 10-14, 2014  
Due Date: February 28, 2014  
State Processing: February 17-March 14, 2014  
Final Update/Amendment Date: July 31, 2014 |
| Survey 4 | Survey Week: June 16-20, 2014  
Due Date: July 7, 2014  
State Processing: June 30-July 18, 2014  
Final Update/Amendment Date: August 31, 2014 |

## 2014-15

| Survey 1 | Survey Week: July 7-11, 2014  
Due Date: July 25, 2014  
State Processing: July 21-September 12, 2014  
Final Update/Amendment Date: September 30, 2014 |
|----------|-------------------------------------------------------------------------------------------------------------------------------------|
| Survey 2 | Survey Week: October 13-17, 2014  
Due Date: October 31, 2014  
State Processing: October 20-November 14, 2014  
Final Update/Amendment Date: March 31, 2015 |
| Survey 3 | Survey Week: February 9-13, 2015  
Due Date: February 27, 2015  
State Processing: February 16-March 13, 2015  
Final Update/Amendment Date: July 31, 2015 |
| Survey 4 | Survey Week: June 15-19, 2015  
Due Date: July 6, 2015  
State Processing: June 29-July 17, 2015  
Final Update/Amendment Date: August 31, 2015 |

## 2015-16

| Survey 1 | Survey Week: July 6-10, 2015  
Due Date: July 24, 2015  
State Processing: July 20-September 11, 2015  
Final Update/Amendment Date: September 30, 2015 |
|----------|-------------------------------------------------------------------------------------------------------------------------------------|
| Survey 2 | Survey Week: October 12-16, 2015  
Due Date: October 30, 2015  
State Processing: October 19-November 13, 2015  
Final Update/Amendment Date: March 31, 2016 |
| Survey 3 | Survey Week: February 8-12, 2016  
Due Date: February 26, 2016  
Final Update/Amendment Date: July 31, 2016 |
| Survey 4 | Survey Week: June 13-17, 2016  
Due Date: July 5, 2016  
State Processing: June 27-July 15, 2016  
Final Update/Amendment Date: August 31, 2016 |

## 2016-17

| Survey 1 | Survey Week: July 11-15, 2016  
Due Date: July 29, 2016  
State Processing: July 25-September 16, 2016  
Final Update/Amendment Date: September 30, 2016 |
|----------|-------------------------------------------------------------------------------------------------------------------------------------|
| Survey 2 | Survey Week: October 10-14, 2016  
Due Date: October 28, 2016  
State Processing: October 17-November 11, 2016  
Final Update/Amendment Date: March 31, 2017 |
| Survey 3 | Survey Week: February 6-10, 2017  
Due Date: February 24, 2017  
State Processing: February 13-March 10, 2017  
Final Update/Amendment Date: July 31, 2017 |
| Survey 4 | Survey Week: June 12-16, 2017  
Due Date: July 3, 2017  
State Processing: June 26-July 14, 2017  
Final Update/Amendment Date: August 31, 2017 |