



State Board of Education

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**CONTACT PERSONS:**

**NAMES:** Mark Eggers  
Kendra Jahnke

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

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Linda Champion

**DATE:** February 2, 2018

**SUBJECT: February 2017-18 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 2017-18 Florida Education Finance Program (FEFP) February FTE student survey will be conducted during the week of February 5-9, 2018. The FTE student data from this survey will be used in the fourth calculation of the 2017-18 FEFP. Please see the attached list of cost factors and program numbers for the 2017-18 fiscal year, and the schedule of reporting deadlines for 2017-18 through 2020-21.

**“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 [2017-18 FTE General Instructions](#) for information regarding student eligibility and reporting criteria, and instructions for the Automated Student Information System. Significant changes for 2017-18 are identified on page v of the instructions. **As shown on the attached schedule of reporting deadlines, in addition to a shorter state processing window for surveys 2 and 3, the amendment windows for surveys 2, 3 and 4 have also been shortened.**

Linda Champion  
Deputy Commissioner, Finance and Operations

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The system cut-off date for reporting February survey data is Sunday, April 15, 2018. All database input 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 certification. No changes to February survey data may be made after this date.**

The attached form letter, which certifies February 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 **Wednesday, April 25, 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 Florida Department of Education's (FDOE) 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.

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**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; 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 [FDOE Information Database Requirements: Volume 1 -Automated Student Information Systems](#).

Please call Mark Eggers, School Business Services, at 850-245-0405, or Kendra Jahnke, 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: February 2017-18 FTE Student Certification Letter  
Cost Factors and Program Numbers for the 2017-18 Fiscal Year  
FTE Reporting Deadlines 2017-18 through 2020-21

cc: District FTE Administrators  
District Finance Officers  
District Management Information System Directors  
Mark Eggers, Assistant Deputy Commissioner  
Kendra Jahnke, Senior Educational Program Director

ATTENTION: JOSH BEMIS  
**Due Date: April 25, 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 2017, October 2017 and February 2018 surveys for the \_\_\_\_\_ County School District. All district schools are represented.

Total FEFP Reported PK-12 FTE  
Florida Education Finance Program

July 2017 survey total \_\_\_\_\_

October 2017 survey total \_\_\_\_\_

February 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*

## FTE Reporting Deadlines 2017-18 through 2020-21

|  |   |
|--|---|
| <p><b>2017-18</b><br/> <u>Survey 1</u><br/>           Survey Week: July 10-14, 2017<br/>           Due Date: July 28, 2017<br/>           State Processing: July 24-September 15, 2017<br/>           Final Update/Amendment Date: September 30, 2017</p> <p><u>Survey 2</u><br/>           Survey Week: October 9-13, 2017<br/>           Due Date: October 20, 2017<br/>           State Processing: October 16-November 3, 2017<br/>           Final Update/Amendment Date: December 15, 2017</p> <p><u>Survey 3</u><br/>           Survey Week: February 5-9, 2018<br/>           Due Date: February 16, 2018<br/>           State Processing: February 12-March 2, 2018<br/>           Final Update/Amendment Date: April 15, 2018</p> <p><u>Survey 4</u><br/>           Survey Week: June 11-15, 2018<br/>           Due Date: July 6, 2018<br/>           State Processing: June 25-July 13, 2018<br/>           Final Update/Amendment Date: August 15, 2018</p>   | <p><b>2018-19</b><br/> <u>Survey 1</u><br/>           Survey Week: July 9-13, 2018<br/>           Due Date: July 27, 2018<br/>           State Processing: July 23-September 14, 2018<br/>           Final Update/Amendment Date: September 30, 2018</p> <p><u>Survey 2</u><br/>           Survey Week: October 8-12, 2018<br/>           Due Date: October 19, 2018<br/>           State Processing: October 15-November 2, 2018<br/>           Final Update/Amendment Date: December 15, 2018</p> <p><u>Survey 3</u><br/>           Survey Week: February 4-8, 2019<br/>           Due Date: February 15, 2019<br/>           State Processing: February 11-March 1, 2019<br/>           Final Update/Amendment Date: April 15, 2019</p> <p><u>Survey 4</u><br/>           Survey Week: June 10-14, 2019<br/>           Due Date: July 5, 2019<br/>           State Processing: June 24-July 12, 2019<br/>           Final Update/Amendment Date: August 15, 2019</p> |
| <p><b>2019-20</b><br/> <u>Survey 1</u><br/>           Survey Week: July 8-12, 2019<br/>           Due Date: July 26, 2019<br/>           State Processing: July 22-September 13, 2019<br/>           Final Update/Amendment Date: September 30, 2019</p> <p><u>Survey 2</u><br/>           Survey Week: October 7-11, 2019<br/>           Due Date: October 18, 2019<br/>           State Processing: October 14-November 1, 2019<br/>           Final Update/Amendment Date: December 15, 2019</p> <p><u>Survey 3</u><br/>           Survey Week: February 3-7, 2020<br/>           Due Date: February 14, 2020<br/>           State Processing: February 10-February 28, 2020<br/>           Final Update/Amendment Date: April 15, 2020</p> <p><u>Survey 4</u><br/>           Survey Week: June 8-12, 2020<br/>           Due Date: July 2, 2020<br/>           State Processing: June 22-July 10, 2020<br/>           Final Update/Amendment Date: August 15, 2020</p> | <p><b>2020-21</b><br/> <u>Survey 1</u><br/>           Survey Week: July 6-10, 2020<br/>           Due Date: July 24, 2020<br/>           State Processing: July 20-September 11, 2020<br/>           Final Update/Amendment Date: September 30, 2020</p> <p><u>Survey 2</u><br/>           Survey Week: October 5-9, 2020<br/>           Due Date: October 16, 2020<br/>           State Processing: October 12-October 30, 2020<br/>           Final Update/Amendment Date: December 15, 2020</p> <p><u>Survey 3</u><br/>           Survey Week: February 8-12, 2021<br/>           Due Date: February 19, 2021<br/>           State Processing: February 15-March 5, 2021<br/>           Final Update/Amendment Date: April 15, 2021</p> <p><u>Survey 4</u><br/>           Survey Week: June 7-11, 2021<br/>           Due Date: July 2, 2021<br/>           State Processing: June 21-July 9, 2021<br/>           Final Update/Amendment Date: August 15, 2021</p>   |

## Cost Factors and Program Numbers for the 2017-18 Fiscal Year

| <b>Program/Category</b>                                   | <b><u>Cost<br/>Factors</u></b> | <b><u>Program<br/>Numbers</u></b> |
|---|--------------------------------|-----------------------------------|
| <b><u>BASIC PROGRAMS</u></b>                              |                                |                                   |
| PreK-3 Basic  | 1.107                          | 101                               |
| 4-8 Basic   | 1.000                          | 102                               |
| 9-12 Basic  | 1.001                          | 103                               |
| PreK-3 Basic with ESE Services*                           | 1.107                          | 111                               |
| 4-8 Basic with ESE Services                               | 1.000                          | 112                               |
| 9-12 Basic with ESE Services                              | 1.001                          | 113                               |
| <b><u>EXCEPTIONAL STUDENT EDUCATION</u></b>               |                                |                                   |
| Support Level 4   | 3.619                          | 254                               |
| Support Level 5   | 5.526                          | 255                               |
| <b><u>ENGLISH FOR SPEAKERS OF<br/>OTHER LANGUAGES</u></b> |                                |                                   |
| ESOL  | 1.212                          | 130                               |
| <b><u>CAREER EDUCATION</u></b>                            |                                |                                   |
| Career Education 9-12                                     | 1.001                          | 300                               |

\* Includes Prekindergarten Exceptional Students, if not Level 4 or Level 5.