



State Board of Education

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CONTACT PERSONS:

NAMES: Lee Davis
Samantha Starks-Harrison
PHONE: 850-245-0405
850-245-0400

MEMORANDUM

TO: District School Superintendents

FROM: Linda Champion

DATE: September 13, 2017

SUBJECT: July 2017-18 Student Transportation Survey Information

The July 2017-18 student transportation survey was conducted during the week of July 10-14, 2017. The Automated Student Information System (student transportation format) will be used by all districts to transmit their July student transportation survey information.

Beginning in the 2017-18 school year, the Student Transportation General Instructions will now be included in the Full-Time Equivalent (FTE) General Instructions. Please refer to Appendix F of the [2017-18 FTE General Instructions](#) for information regarding student eligibility and reporting criteria, and instructions for the Automated Student Information. As seen in the attached schedule of reporting deadlines for 2017-18 through 2020-21, beginning with the October 2017 survey, the reporting period has been shortened from 11 days to include only the five days scheduled for survey week.

The deadline for initial full submission of the July survey data was Friday, July 28, 2017. Any corrections or revisions to this data must be addressed by the final amendment date of Saturday, September 30, 2017. 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 Friday, October 6, 2017. The July student transportation information provided in this letter must match that reported in the district database as of the final cut-off 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 Florida Department of Education's

Linda Champion
Deputy Commissioner, Finance and Operations

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(department) report to ensure that accurate information is used in the transportation funding formula.

Charter schools with eligible students who are reported for Florida Education Finance Program 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 department. 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. Please email or call the department's School Transportation Management Office at schtrans@fldoe.org or 850-245-9795 if you need contact information for local school district transportation personnel.

Please call Lee Davis, School Business Services, at 850-245-0405, or Samantha Starks-Harrison, PK-12 Education Information Services, at 850-245-0400 if assistance in reporting student transportation data is needed.

Please scan and email the signed certification letter to josh.bemis@fldoe.org, or fax it to 850-245-9135.

LC/jb

Attachments: July 2017-18 Student Transportation Certification Letter
Student Transportation Reporting Deadlines 2017-18 through 2020-21
2017-18 FTE General Instructions

cc: District Transportation Directors
District Management Information System Directors
District Finance Officers
District Charter School Contacts
Lee Davis
Samantha Starks-Harrison

ATTENTION: JOSH BEMIS
Due Date: October 6, 2017

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 student transportation information totals in the Automated Student Transportation Survey Information Database for the July 2017 survey for the _____ County School District. Zeros entered below indicate that there were no transported students during the survey period. All district schools are represented.

	Total <u>Buses</u> (Excluding Intersession)	Total <u>Adjusted Base Students</u>	Total <u>Adjusted ESE Students</u>
July 2017 survey total	_____	_____	_____

Contact Name: _____

Phone Number: _____

Sincerely,

Signature of District School Superintendent or Designee

Student Transportation Reporting Deadlines 2017-18 through 2020-21

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