



Tom Grady, *Chair*  
Ben Gibson, *Vice Chair*  
*Members*  
Monesia Brown  
Marva Johnson  
Ryan Petty  
Andy Tuck  
Joe York

**CONTACT PERSONS:**

**NAMES:** Josh Bemis  
Teresa Sancho  
**PHONE:** 850-245-0405  
850-245-0400

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Suzanne Pridgeon

**DATE:** October 13, 2021

**SUBJECT: October 2021-22 Student Transportation Survey Information**

The October 2021-22 student transportation survey will be conducted during the week of October 11-15, 2021. The Automated Student Information System (student transportation format) will be used by all districts to transmit their July student transportation survey information. The *2021-22 FTE General Instructions*, which provide detailed instructions for reporting FTE and transportation ridership, will be sent in a separate memorandum later in the year once approved by the State Board of Education.

The system cut-off date for reporting October survey data is Wednesday, December 15, 2021. Any corrections or revisions to this data must be addressed by this 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 **Tuesday, December 21, 2021**. The October student transportation information provided in this letter must match that reported in the district database as of the December 15, 2021, cut-off date. **Once notified of the availability of certification reports, districts may use Transportation Report F63499 or F70092 to verify adjusted membership and bus information recorded in the database for the certification letter.** The information in this letter will be compared with the Florida Department of Education's (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 their sponsoring school district, which will include these students in the survey data submitted to the department. Charter schools do not have to submit a certification letter to the department, and are encouraged to contact the

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

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transportation director in their sponsoring school district regarding the district's reporting process and procedures prior to the survey.

Please call Josh Bemis, School Business Services, at 850-245-0405, or Teresa Sancho, PK-12 Education Information Services, at 850-245-0400, if assistance in reporting student transportation data is needed. The signed certification letter should be emailed to [James.Andrews@fldoe.org](mailto:James.Andrews@fldoe.org).

SP/ja

Attachments: October 2021-22 Student Transportation Certification Letter  
Transportation Reporting Deadlines 2021-22 through 2024-25

cc: District Charter School Contacts  
District Transportation Directors  
District Finance Officers  
District Management Information System Directors  
District MIS Student Database System Contacts  
Mark Eggers, Assistant Deputy Commissioner  
Teresa Sancho, Deputy 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: December 21, 2021**

Date: \_\_\_\_\_

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 2021 and October 2021 surveys 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 2021 survey totals	_____	_____	_____
October 2021 survey totals	_____	_____	_____

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

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

Email Address: \_\_\_\_\_

Sincerely,

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

# APPENDIX A

## Schedule of State Processing Dates

### 2021-22 through 2024-25

<p><b>2021-22</b></p> <p><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 13-17, 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></p> <p><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 12-16, 2023            Due Date: June 30, 2023            State Processing: June 19 – July 7, 2023            Final Update/Amendment Date: August 15, 2023</p>
<p><b>2023-24</b></p> <p><u>Survey 1</u>            Survey Week: July 10-14, 2023            Due Date: July 28, 2023            State Processing: July 24 – September 8, 2023            Final Update/Amendment Date: September 30, 2023</p> <p><u>Survey 2</u>            Survey Week: October 9-13, 2023            Due Date: October 20, 2023            State Processing: October 16 – November 3, 2023            Final Update/Amendment Date: December 15, 2023</p> <p><u>Survey 3</u>            Survey Week: February 5-9, 2024            Due Date: February 16, 2024            State Processing: February 12 – March 1, 2024            Final Update/Amendment Date: April 15, 2024</p> <p><u>Survey 4</u>            Survey Week: June 10-14, 2024            Due Date: June 28, 2024            State Processing: June 17 – July 5, 2024            Final Update/Amendment Date: August 15, 2024</p>	<p><b>2024-25</b></p> <p><u>Survey 1</u>            Survey Week: July 8-12, 2024            Due Date: July 26, 2024            State Processing: July 22 – September 6, 2024            Final Update/Amendment Date: September 30, 2024</p> <p><u>Survey 2</u>            Survey Week: October 7-11, 2024            Due Date: October 18, 2024            State Processing: October 14 – November 1, 2024            Final Update/Amendment Date: December 15, 2024</p> <p><u>Survey 3</u>            Survey Week: February 3-7, 2025            Due Date: February 14, 2025            State Processing: February 10-28, 2025            Final Update/Amendment Date: April 15, 2025</p> <p><u>Survey 4</u>            Survey Week: June 16-20, 2025            Due Date: July 3, 2025            State Processing: June 23 – July 11, 2025            Final Update/Amendment Date: August 15, 2025</p>