MEMORANDUM

TO: District School Superintendents

FROM: Suzanne Pridgeon

DATE: November 14, 2022

SUBJECT: October 2022-23 Student Transportation Survey Information

The October 2022-23 student transportation survey (Survey 2) was to be conducted during the week of October 10-14, 2022, unless the Commissioner of Education approved an alternative date for a district as provided for in rule 6A-1.0451(3), Florida Administrative Code. The Automated Student Information System (student transportation format) will be used by all districts to transmit their October student transportation survey information. The 2022-23 Full-Time Equivalent (FTE) General Instructions, which provides detailed instructions for reporting FTE, have been approved by the State Board of Education and are attached to this memorandum.

The initial due date for reporting October survey data is October 21, 2022. Any corrections or revisions to this data must be addressed by Thursday, December 15, 2022, the final amendment date, in order to be incorporated into the 2022-23 Florida Education Finance Program (FEFP) Third Calculation. 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 Wednesday, December 21, 2022. The October student transportation information provided in the letter must match that reported in the district database as of the December 15, 2022, 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 the letter will be compared with the Florida Department of Education’s (department) report to ensure that accurate information is used to calculate transportation funding.

Charter schools with eligible students who are reported for FEFP transportation funding must submit 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 transportation director in their sponsoring school district regarding the district’s reporting process and procedures prior to the survey.

Please contact Josh Bemis, School Business Services, at Josh.Bemis@fldoe.org or 850-245-0405, or Judy Lenczyk, PreK-12 Education Information Services, at Judy.Lenczyk@fldoe.org or 850-245-0400, if assistance is needed. The signed certification letter should be emailed to James.Andrews@fldoe.org.

SP/ ja

Attachments:  
October 2022-23 Student Transportation Certification Letter  
Student Transportation Reporting Deadlines 2022-23 to 2025-26  
2022-23 FTE General Instructions

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, Division of Finance and Operations  
Judy Lenczyk, Education Information Services Manager  
Josh Bemis, Educational Policy Director, Office of Funding and Financial Reporting  
James Andrews, Educational Policy Consultant, Office of Funding and Financial Reporting
Dear Mr. Eggers:

This letter certifies the student transportation information totals in the Automated Student Transportation Survey Information Database for the July and October 2022 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.

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<thead>
<tr>
<th></th>
<th>Total Buses</th>
<th>Total Adjusted Base Students</th>
<th>Total Adjusted ESE Students</th>
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<td>July 2022 survey totals</td>
<td>________</td>
<td>______________________</td>
<td>______________________</td>
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<tr>
<td>October 2022 survey totals</td>
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Contact Name: _____________________________ Phone Number: ______________________

Email Address: ______________________

Sincerely,

_____________________________________________

Signature of District School Superintendent or Designee
## APPENDIX A

### Schedule of State Processing Dates

#### 2022-23 through 2025-26

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<thead>
<tr>
<th>Year</th>
<th>Survey 1</th>
<th>Survey Week:</th>
<th>Due Date:</th>
<th>State Processing:</th>
<th>Final Update/Amendment Date:</th>
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<td>2024-25</td>
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