



State Board of Education

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CONTACT PERSONS

NAME: Mark Eggers
Jamie Warrington
Todd Clark
PHONE: 850-245-0351
850-245-9795
850-245-0764

MEMORANDUM

DATE: June 4, 2014
TO: District School Superintendents
FROM: Linda Champion
SUBJECT: June 2013-14 Student Transportation Survey Information

The June 2013-14 student transportation survey will be conducted the week of June 16-20, 2014. The Automated Student Information System (student transportation format) is used by districts to transmit June 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 2013-14 are:

- The 11 membership categories have been consolidated into five 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 2013-14 to ensure that students are reported in the correct categories.

Linda Champion
Deputy Commissioner, Finance and Operations

- The Student Transportation General Instructions 2013-14 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 for only Survey 4 of the 2013-14 year, and will apply to both Surveys 1 and 4 of the 2014-15 school year and subsequent school years.

A list of the reporting deadlines is attached for your convenience. The deadline for initial full submission of June survey data is Monday, July 7, 2014. Any corrections or revisions to this data must be addressed by Friday, July 18, 2014, the system cut-off 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 to the Bureau of School Business Services no later than Thursday, September 4, 2014. The June student transportation information provided in this letter must match that reported in the district database as of the system 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 department's report to ensure that accurate information is used in the transportation funding formula.

For charter schools with students who are eligible and reported for FEFP transportation funding, ridership reports must be submitted to the sponsoring school district. The district will include these students in the survey data submitted to the Florida Department of Education. Charter school staff 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 district school transportation personnel is available from the department's School Transportation office. Please contact the office at schtrans@fldoe.org or 850-245-9795 to request this information.

Please call Mark Eggers (School Business Services) at 850-245-0351, Jamie Warrington (School Transportation) at 850-245-9795 or Todd Clark (Education Information and Accountability Services) at 850-245-0764 if assistance is needed.

LC/tk

Attachments: Student Transportation Certification Letter (for June 2014 Survey)
Student Transportation Reporting Deadlines 2013-14 through 2016-17

cc: District Transportation Directors
District MIS Directors
District Finance Officers
District Charter School Contacts

ATTACHMENT A

ATTENTION: THOMAS KAUFFMAN
Due Date: September 4, 2014

Date: _____

Fax Number: 850-245-9135

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 totals in the Automated Student Transportation Survey Information Database for the July 2013, October 2013, February 2014 and June 2014 surveys for the _____ School District. Zeros entered below indicate that there were no transported students during the survey period. All district schools are represented.

	<u>Total Buses</u> (Excluding Intersession)	<u>Total Adjusted Base Students</u>	<u>Total Adjusted ESE Students</u>
July 2013 survey total	_____	_____	_____
October 2013 survey total	_____	_____	_____
February 2014 survey total	_____	_____	_____
June 2014 survey total	_____	_____	_____

Sincerely,

Signature of District School Superintendent or Designee

ATTACHMENT B

**Student Transportation Reporting Deadlines
2013-14 through 2016-17**

<p>2013-14</p> <p><u>Survey 1</u> 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</p> <p><u>Survey 2</u> 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</p> <p><u>Survey 3</u> 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</p> <p><u>Survey 4</u> 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</p>	<p>2014-15</p> <p><u>Survey 1</u> 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</p> <p><u>Survey 2</u> 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</p> <p><u>Survey 3</u> 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</p> <p><u>Survey 4</u> 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</p>
<p>2015-16</p> <p><u>Survey 1</u> 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</p> <p><u>Survey 2</u> 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</p> <p><u>Survey 3</u> Survey Week: February 8-12, 2016 Due Date: February 26, 2016 State Processing: February 15-March 11, 2016 Final Update/Amendment Date: July 31, 2016</p> <p><u>Survey 4</u> 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</p>	<p>2016-17</p> <p><u>Survey 1</u> 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</p> <p><u>Survey 2</u> 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</p> <p><u>Survey 3</u> 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</p> <p><u>Survey 4</u> 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</p>