MEMORANDUM

TO: District School Superintendents

FROM: Linda Champion

DATE: June 10, 2016

SUBJECT: June 2015-16 Student Transportation Survey Information

The June 2015-16 student transportation survey will be conducted the week of June 13-17, 2016. The Automated Student Information System (student transportation format) will be used by all districts to transmit their June student transportation survey information.

Please refer to the 2015-16 Student Transportation General Instructions for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System and reporting deadlines.

A list of the reporting deadlines is attached. The deadline for initial full submission of the June survey data is Tuesday, July 5, 2016. Any corrections or revisions to this data must be addressed by the final amendment date of August 31, 2016. 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, September 7, 2016. The June student transportation information provided in this letter must match that reported in the district database as of the final amendment 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.

Linda Champion
Deputy Commissioner, Finance and Operations
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 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 Todd Clark (PK-12 Education Information Services) at 850-245-0400 if assistance in reporting student transportation data is needed.

If sending a fax is preferable, please use the following fax number: 850-245-9135.

LC/jb

Attachments: June 2015-16 Student Transportation Certification Letter
Student Transportation Reporting Deadlines 2015-16 through 2018-19

cc: District Transportation Directors
District Management Information System Directors
District Finance Officers
District Charter School Contacts
Lee Davis
Todd Clark
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 2015, October 2015, February 2016 and June 2016 surveys for the ______________________ School District. Zeros entered below indicate that there were no transported students during the survey period. All district schools are represented.

<table>
<thead>
<tr>
<th>Total Buses (Excluding Intersession)</th>
<th>Total Adjusted Base Students</th>
<th>Total Adjusted ESE Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2015 survey total</td>
<td>___________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>October 2015 survey total</td>
<td>___________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>February 2016 survey total</td>
<td>___________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>June 2016 survey total</td>
<td>___________________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

Contact Name: _____________________________ Phone Number: ________________

Sincerely,

_____________________________________________

Signature of District School Superintendent or Designee
<table>
<thead>
<tr>
<th>Year</th>
<th>Surveys</th>
<th>Survey Week</th>
<th>Due Date</th>
<th>State Processing</th>
<th>Final Update/Amendment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2015-16</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Survey 3</strong></td>
<td></td>
<td>February 8-12, 2016</td>
<td>February 26, 2016</td>
<td>February 15-March 11, 2016</td>
<td>July 31, 2016</td>
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<td><strong>2016-17</strong></td>
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<tr>
<td><strong>Survey 2</strong></td>
<td></td>
<td>October 10-14, 2016</td>
<td>October 28, 2016</td>
<td>October 17-November 11, 2016</td>
<td>March 31, 2017</td>
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<tr>
<td><strong>Survey 3</strong></td>
<td></td>
<td>February 6-10, 2017</td>
<td>February 24, 2017</td>
<td>February 13-March 10, 2017</td>
<td>July 31, 2017</td>
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<td><strong>2017-18</strong></td>
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<tr>
<td><strong>Survey 1</strong></td>
<td></td>
<td>July 10-14, 2017</td>
<td>July 27, 2017</td>
<td>July 24-September 15, 2017</td>
<td>September 30, 2017</td>
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<tr>
<td><strong>Survey 2</strong></td>
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<td>October 9-13, 2017</td>
<td>October 27, 2017</td>
<td>October 16-November 10, 2017</td>
<td>March 31, 2018</td>
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<tr>
<td><strong>Survey 3</strong></td>
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<td>February 5-9, 2018</td>
<td>February 23, 2018</td>
<td>February 12-March 9, 2018</td>
<td>July 31, 2018</td>
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<tr>
<td><strong>Survey 4</strong></td>
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<td>June 11-15, 2018</td>
<td>July 6, 2018</td>
<td>June 25-July 13, 2018</td>
<td>August 31, 2018</td>
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<td><strong>2018-19</strong></td>
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<td>February 4-8, 2019</td>
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<td>February 11-March 8, 2019</td>
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