

# FLORIDA DEPARTMENT OF EDUCATION



## STATE BOARD OF EDUCATION

---

GARY CHARTRAND, *Chair*

JOHN R. PADGET, *Vice Chair*

*Members*

ADA G. ARMAS, M.D.

SALLY BRADSHAW

JOHN A. COLÓN

BARBARA S. FEINGOLD

KATHLEEN SHANAHAN

Pam Stewart  
Commissioner of Education




## CONTACT PERSONS

**NAME:** Mark Eggers  
Candy Garcia  
**PHONE:** 850-245-0351  
850-245-9078

## MEMORANDUM

**DATE:** September 13, 2013

**TO:** School District Superintendents

**FROM:** Linda Champion 

**SUBJECT:** July 2013-14 FTE Student Survey Information

This document is intended to assist school districts in reporting full-time equivalent (FTE) students as required by Section 1011.62(1)(a), Florida Statutes (F.S.).

The 2013-14 Florida Education Finance Program (FEFP) July FTE student survey was conducted the week of July 8-12, 2013. The FTE student data from this survey will be used in the third calculation of the 2013-14 FEFP. The attached FTE survey instructions include a summary of changes for 2013-14, the July FTE certification form letter, a list of current program numbers with appropriate cost factors, and a schedule of reporting deadlines through 2016-17.

**“Date certain” for all schools in all school districts is Friday of survey week.** “Date certain” is the specific time for setting the student’s schedule on the local student course record. It is used for reporting the *FTE Earned, Course* data element.

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

---

325 W. GAINES STREET • SUITE 1214 • TALLAHASSEE, FL 32399-0400 • PHONE 850-245-0406 • FAX 850-245-9378

[www.fldoe.org](http://www.fldoe.org)

### **Minimum Hourly Requirement for Grade K-3 Students**

Section 1011.61(1)(a)1., F.S., defines a full-time equivalent student in kindergarten through grade 3 as a student who receives not less than 720 net instruction hours. When reporting class minutes for a student in kindergarten through grade 3, the basis for the conversion to a 1500-minute schedule is 720 hours. For more detail regarding this conversion, please see page 14 of the 2013-14 FTE General Instructions.

### **FTE Reporting**

Pursuant to Section 18 of Chapter 2013-45, Laws of Florida, school districts should report all FTE enrollment for each student regardless of the 1.0 FTE cap. The Department will combine all FTE enrollment reported for the student by all districts, including the FLVS Part-time Program, using a common student identifier. The Department will then recalibrate all reported FTE enrollment for each student to 1.0 FTE, if the sum of all reported FTE for the student exceeds 1.0 FTE. The FTE reported for extended school year periods and DJJ FTE enrollment earned beyond the 180-day school year is not included in the recalibration to 1.0 FTE.

### **Common Student Identifier**

To generate funding within the FEFP, all of a student's records must be reported under a common student identifier. Student records submitted without a common student identifier (identified by the Department as the *Student Number Identifier, Florida* or *Student Number Identifier – Alias, Florida*) will result in null FTE for all records submitted by **each** school district and the Florida Virtual School for the student and will not generate FEFP funding. For more information regarding this requirement, please see page 6 of the 2013-14 FTE General Instructions.

### **Location of Student**

The data element *Location of Student*, identifies the physical location of the student during the majority of the instructional time for the course. This element shows whether a student is taking a course virtually or on a brick-and-mortar campus. Please consult the 2013-14 Automated Student Information System Database Manual, Student Course Schedule format, *Location of Student* data element, for specific reporting detail for this data element.

### **Blended Learning Courses**

Pursuant to Section 1002.321(4)(e), F.S., a blended learning course consists of both traditional classroom and online instruction. FTE student reporting of blended learning courses for funding under the FEFP continues to be reported based on seat time. Blended learning courses are reported using the *Blended Learning Course* data element.

### **FTE Student Data to be Reported**

The FEFP provides funding for the 180-day regular school year, with the following exceptions: for students in Department of Juvenile Justice (DJJ) facilities, Juveniles Incompetent to Proceed (JITP) programs, and Florida Virtual School (FLVS) receiving part-time instruction, and for course completion or credit recovery in Virtual Instruction Programs and virtual charter schools. Students attending Florida DJJ facilities are funded for a 230- to 250-day school year. Other prekindergarten through grade 12 courses offered beyond the regular school year are funded through the Supplemental Academic Instruction and Reading allocations. Although funding for such courses does not depend on reported FTE student data, districts are still required to report summer non-funded FTE student data in the Automated Student Information System so that associated statistical reports can be generated.

The only fundable FTE for programs beyond 180 days, as presented in the FTE student data certification letter for the July and June surveys, should be for students attending DJJ facilities, which include Practical Academic and Cultural Education Centers for Girls and Marine Institutes; for students enrolled in JITP programs; for students who successfully complete direct instruction courses from the FLVS on a part-time basis; and for students receiving course completion or credit recovery in Virtual Instruction Programs and virtual charter schools.

In addition to the FTE student data for programs that operate for more than 180 days, the FTE student data for credit completions or the prescribed level of content that counts toward promotion to the next grade in programs listed in Section 1011.62(1)(c), F.S., should be reported in the June survey for the following programs: school district virtual instruction programs (Section 1002.45, F.S.), school district virtual course offerings (Section 1003.498, F.S.), virtual charter school programs (Section 1002.33, F.S.), the FLVS full-time programs (Section 1002.37(3), F.S.), franchises of the FLVS (Section 1002.37(4), F.S.), and FLVS courses delivered on a public school campus (Section 1002.37(3)(d), F.S.). Students who successfully complete a virtual instruction course should be reported in the June survey. A virtual instruction course that is not successfully completed should be reported in the June survey with *FTE Earned, Course* equal to 0.0000.

### **Exceptional Education Student Record**

With the exception of students in the John M. McKay Scholarships for Students with Disabilities Program, the FTE student data records of students receiving exceptional education services (FEFP program numbers 111, 112, 113, 254 and 255) must have a matching exceptional education student record to generate funding under the FEFP.

### **Classroom Identification, Florida Inventory of School Houses (FISH) Number**

To generate funding under the FEFP, each teacher course record for courses taught in a school district classroom in surveys 2 and 3 must contain a valid classroom identification FISH number that matches a number on the FISH file.

**General Information**

Please refer to the attached 2013-14 FTE General Instructions for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. Significant changes for 2013-14 are identified on page i of the report. The system cutoff date for reporting July survey data is Monday, September 30, 2013. All database input must be complete as of this date. **It is important that validation reports be requested after the last data submission and all FTE in error be corrected before FTE data certification.** The attached form letter, which certifies the July reported FTE student data, must be signed by the superintendent or designee and submitted no later than Friday, October 4, 2013. The FTE student survey unweighted funded FTE student totals provided in this letter must match the totals reported in the database as of the system cutoff date. Districts should use FTE Report 05.108 to verify FTE student data 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 FEPF funding formula. Please note that only reported FTE student data should be provided in the FTE student data certification letter.

Report 60.021, "Supplemental FTE Data File List," is available upon request. This report provides data regarding the Florida Department of Children and Families, Florida Department of Juvenile Justice, Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education programs. School districts can use this report to verify the FTE in these programs.

For additional information, consult the [DOE Information Database Requirements: Volume 1 - Automated Student Information Systems](#).

Please call Mark Eggers (School Business Services) at 850-245-0351 or Candy Garcia (Education Information and Accountability Services) at 850-245-9078 if assistance is needed.

If it is necessary to fax hard-copy documentation to meet any of the above deadlines, please use the following fax number: 850-245-9135.

LC/kj

Attachments: July 2013-14 FTE Student Certification Letter  
Cost Factors and Program Numbers for the 2013-14 Fiscal Year  
FTE Reporting Deadlines 2013-14 through 2016-17  
FTE General Instructions 2013-14

cc: District FTE Administrators  
District Finance Officers  
District MIS Directors

ATTACHMENT A

ATTENTION: KAREN JOHNSON  
**Due Date: October 4, 2013**

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 is provided to certify the reported PK-12 FTE student totals in the Department of Education Information Database as indicated by the final FTE report, **File 05.108**, for the July survey for the \_\_\_\_\_ County School District. All district schools are represented.

Total FEFP Reported PK-12 FTE  
Florida Education Finance Program

July 2013 survey total \_\_\_\_\_

**Note:** The following programs are reported for funding in surveys 1-4: Florida Virtual School serving students receiving part-time instruction, Department of Juvenile Justice programs, and Juveniles Incompetent to Proceed. District virtual programs and charter virtual schools are reported with zero FTE in surveys 2 and 3 and actual FTE is reported in survey 4. All other programs are reported only in surveys 2 and 3. FLVS, district virtual programs, and virtual charter schools are reported for FTE based on successful completions.

Sincerely,

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

ATTACHMENT B

**Cost Factors and Program Numbers for the 2013-14 Fiscal Year**

<b>Program/Category</b>	<b><u>Cost Factors</u></b>	<b><u>Program Numbers</u></b>
<b><u>BASIC PROGRAMS</u></b>		
PreK-3 Basic	1.125	101
4-8 Basic	1.000	102
9-12 Basic	1.011	103
PreK-3 Basic with ESE Services*	1.125	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.011	113
<b><u>EXCEPTIONAL STUDENT EDUCATION</u></b>		
Support Level 4	3.558	254
Support Level 5	5.089	255
<b><u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u></b>		
ESOL	1.145	130
<b><u>CAREER EDUCATION</u></b>		
Career Education 9-12	1.011	300

\* Includes Prekindergarten Exceptional Students, if not Level 4 or Level 5.

## ATTACHMENT C

**FTE Reporting Deadlines 2013-14 through 2016-17**

<p><b>2013-14</b></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><b>2014-15</b></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><b>2015-16</b></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><b>2016-17</b></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>