

# FLORIDA DEPARTMENT OF EDUCATION



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## CONTACT PERSONS

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

## MEMORANDUM

**DATE:** June 13, 2013  
**TO:** School District Superintendents  
**FROM:** Linda Champion  
**SUBJECT:** June 2012-13 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 2012-13 Florida Education Finance Program (FEFP) June FTE student survey will be conducted the week of June 17-21, 2013. The FTE student data from this survey will be used in the final calculation of the 2012-13 FEFP. Please see the attached schedule of cost factors and program numbers for the 2012-13 fiscal year and the schedule of reporting deadlines.

**“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

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### **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 11 of the 2012-13 FTE General Instructions.

### **FEFP Program Reporting Priority**

Section 15 of Chapter 2012-133, Laws of Florida, changes reporting priority requirements for course records. Course records for Career Education, English for Speakers of Other Languages, and Exceptional Student Education are no longer required to be reported for funding before basic programs.

### **Location of Student**

A new data element, "Location of Student," has been added to the Student Course Schedule Record. This data element identifies the physical location of the student during the majority of the instructional time for the virtual instruction course. Please consult the 2012-13 Automated Student Information System Data Base Manual, Student Course Schedule format, Location of Student data element, for specific reporting detail regarding this new data element.

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

The FEFP provides funding for the 180-day regular school year, except for certain exceptions. Students attending Florida Department of Juvenile Justice (DJJ) facilities are funded for a 230- to 250-day school year. With the exception of DJJ facilities, Juveniles Incompetent to Proceed (JITP) programs, and the Florida Virtual School (FLVS) students in grades 6-12 receiving part-time instruction, 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 FEFP provides funding for more than 180 days only for students attending DJJ facilities, for students enrolled in JITP programs, and for successful completion of direct instruction courses through the FLVS by students in grades 6-12 receiving part-time instruction. Therefore, the only fundable FTE for programs for more than 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; and for students in grades 6-12 who successfully complete direct instruction courses from the FLVS on a part-time basis.

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 (S. 1002.45, F.S.), school district virtual course offerings (S. 1003.498, F.S.), virtual charter school programs (S. 1002.33, F.S.), the FLVS full-time programs (S. 1002.37(3), F.S.), the FLVS part-time program serving students in grades kindergarten through 5 (S. 1002.37(8), F.S.), and franchises of the FLVS (S. 1002.37(4), F.S.). Students who successfully complete a virtual instruction course should be reported in the June survey with a total *FTE Earned, Course*, across all courses reported, up to 1.0000. 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 [2012-13 FTE General Instructions](#) for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. Significant changes for 2012-13 are identified on page i of the report. The system cutoff date for reporting June survey data is Friday, July 19, 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, October, February and June **fundable** FTE student data, must be signed by the superintendent or designee and submitted no later than Wednesday, **September 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 FEFP funding formula. **Please note that only fundable FTE student data should be reported 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

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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.

Section 1002.37(8), F.S., authorizes the FLVS to provide part-time instruction for students in kindergarten through grade 5. Section 1003.498, F.S., authorizes school districts to offer individual virtual courses for students enrolled in the school district. Eligible students may also register and enroll in an online course offered by any other school district in the state, except as limited by Section 1003.498(2)(b), F.S. In each of these situations, the district and the virtual provider must agree in advance on how to report the student so that the FTE does not exceed 1.0000 for the year. The Florida Department of Education has developed the attached agreement forms to assist in documenting the joint instructional process.

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: June 2012-13 FTE Student Certification Letter  
Cost Factors and Program Numbers for the 2012-13 Fiscal Year  
FTE Reporting Deadlines 2012-13 through 2015-16  
School District and Florida Virtual School FTE Reporting Agreement

cc: District FTE Administrators  
District Finance Officers  
District MIS Directors

ATTACHMENT A

**ATTENTION: KAREN JOHNSON**  
**Due Date: September 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 fundable PK-12 FTE student totals in the Florida Department of Education Information Database as indicated by the final FTE report, **File 05.108**, for the July, October, February and June surveys for the \_\_\_\_\_ County School District. All appropriate schools are represented.

Total FEFP Fundable PK-12 FTE  
Florida Education Finance Program

July 2012 survey total \_\_\_\_\_

October 2012 survey total \_\_\_\_\_

February 2013 survey total \_\_\_\_\_

June 2013 survey total \_\_\_\_\_

**Note:** The following programs report fundable FTE student data in surveys 1-4: Florida Virtual School serving students in grades 6-12 receiving part-time instruction, Florida Department of Juvenile Justice programs, and Juveniles Incompetent to Proceed. The following programs report fundable FTE student data from surveys 2 and 3 in survey 4 based on successful completions: Florida Virtual School with students in kindergarten through grade 5 receiving part-time instruction, Florida Virtual School full-time, district virtual instruction programs, virtual charter schools, district virtual course offerings and franchises of the Florida Virtual School.

Sincerely,

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

ATTACHMENT B

**Cost Factors and Program Numbers for the 2012-13 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	1.117	101
4-8 Basic	1.000	102
9-12 Basic	1.020	103
PreK-3 Basic with ESE Services*	1.117	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.020	113
<b><u>EXCEPTIONAL STUDENT EDUCATION</u></b>		
Support Level 4	3.524	254
Support Level 5	5.044	255
<b><u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u></b>		
ESOL	1.167	130
<b><u>CAREER EDUCATION</u></b>		
Career Education 9-12	0.999	300

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

## ATTACHMENT C

## FTE Reporting Deadlines 2012-13 through 2015-16

<p><b>2012-13</b></p> <p><u>Survey 1</u> Survey Week: July 9-13, 2012 Due Date: July 27, 2012 State Processing: July 23-September 14, 2012 Final Update/Amendment: September 30, 2012</p> <p><u>Survey 2</u> Survey Week: October 8-12, 2012 Due Date: October 26, 2012 State Processing: October 15-November 9, 2012 Final Update/Amendment Date: March 31, 2013</p> <p><u>Survey 3</u> Survey Week: February 11-15, 2013 Due Date: March 1, 2013 State Processing: February 18-March 15, 2013 Final Update/Amendment Date: July 31, 2013</p> <p><u>Survey 4</u> Survey Week: June 17-21, 2013 Due Date: July 5, 2013 State Processing: July 1-19, 2013 Final Update/Amendment Date: August 31, 2013</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: 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>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: 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>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: 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>

ATTACHMENT D

Enrollment Verification for Students Taking Virtual Courses Offered by Other School Districts

<b>STUDENT INFORMATION:</b>														
Last Name	First Name	Middle Name												
Student No. Identifier, FL	Student Grade Level	Date of Birth												
_____ / _____ / _____														
<b>ENROLLMENT INFORMATION:</b>														
District No.	District Name	School No.	School Name											
_____	_____	_____	_____											
<b>INSTRUCTION INFORMATION:</b>														
District No.	District Name	School No.	School Name											
_____	_____	_____	_____											
Course Code Directory	Course Title													
_____	_____													
<p><i>Section 1003.498, Florida Statute (F.S.), authorizes school districts to offer individual virtual courses for students enrolled in the school district. Eligible students may also register and enroll in an online course offered by any other school district in the state, except as limited by Section 1003.498(2)(b), F.S. District students must meet at least one of the eligibility requirements designated in Section 1002.455, F.S. These include</i></p> <table border="0"> <tr> <td>YES</td> <td>NO</td> <td rowspan="5"> <ul style="list-style-type: none"> <li>• The student spent the prior year in a Florida public school and was reported for funding in the October and February FEFP surveys.</li> <li>• The student is a military dependent who moved to Florida within the last year.</li> <li>• The student was enrolled in district virtual instruction programs or Florida Virtual School's full-time public school program the previous year.</li> <li>• The student has a sibling who is currently enrolled in a virtual instruction program and was also enrolled at the end of the previous year.</li> <li>• The student is eligible to enter kindergarten or first grade.</li> </ul> </td> </tr> <tr> <td>___</td> <td>___</td> </tr> <tr> <td>___</td> <td>___</td> </tr> <tr> <td>___</td> <td>___</td> </tr> <tr> <td>___</td> <td>___</td> </tr> </table>				YES	NO	<ul style="list-style-type: none"> <li>• The student spent the prior year in a Florida public school and was reported for funding in the October and February FEFP surveys.</li> <li>• The student is a military dependent who moved to Florida within the last year.</li> <li>• The student was enrolled in district virtual instruction programs or Florida Virtual School's full-time public school program the previous year.</li> <li>• The student has a sibling who is currently enrolled in a virtual instruction program and was also enrolled at the end of the previous year.</li> <li>• The student is eligible to enter kindergarten or first grade.</li> </ul>	___	___	___	___	___	___	___	___
YES	NO	<ul style="list-style-type: none"> <li>• The student spent the prior year in a Florida public school and was reported for funding in the October and February FEFP surveys.</li> <li>• The student is a military dependent who moved to Florida within the last year.</li> <li>• The student was enrolled in district virtual instruction programs or Florida Virtual School's full-time public school program the previous year.</li> <li>• The student has a sibling who is currently enrolled in a virtual instruction program and was also enrolled at the end of the previous year.</li> <li>• The student is eligible to enter kindergarten or first grade.</li> </ul>												
___	___													
___	___													
___	___													
___	___													
Does student meet the eligibility criteria in Section 1002.455, F.S.? _____ YES _____ NO														
Is the course selected above appropriate for the student based on the student's academic history? _____ YES _____ NO														
Is the student able to take the course selected above in his/her school district of residence? _____ YES _____ NO														
<p><i>By signing below, I acknowledge that the school district of instruction will report _____ FTE for funding for the course listed above and the home school district will not report the student for funding for this course. The combined total of all reported FTE for the school district of instruction and the school district of enrollment may not be reported as more than 1.0 FTE for the school year.</i></p>														
Signature	Date	Signature	Date											
District of Enrollment Authorized Representative		District of Instruction Authorized Representative												

ATTACHMENT D

Part-Time Enrollment Verification for Elementary Public School Students Grades K-5  
School District and Florida Virtual School FTE Reporting Agreement

<b>STUDENT INFORMATION:</b>			
Last Name	First Name	Middle Name	
Student No. Identifier, FL		Student Grade Level	Date of Birth
_____		_____	____/____/____
<b>ENROLLMENT INFORMATION:</b>			
District No.	District Name	School No.	School Name
_____	_____	_____	_____
<b>INSTRUCTION INFORMATION:</b>			
District No.	District Name	School No.	School Name
_____	Florida Virtual School	_____	_____
Course Code Directory	Course Title		
_____	_____		
Course Code Directory	Course Title		
_____	_____		
Course Code Directory	Course Title		
_____	_____		
<p><i>Section 1002.37, Florida Statute, authorizes the Florida Virtual School (FLVS) to provide part-time instruction for students in kindergarten through grade 5. For students receiving part-time instruction in kindergarten through grade 5 from the FLVS, the combined total of all FTE reported by both the school district and the FLVS may not exceed 1.0 FTE.</i></p>			
Is/are the course/courses selected above appropriate for the student based on the student's academic history?		_____ YES	_____ NO
Is/are the course/courses selected above appropriate for kindergarten to grade 5 students?		_____ YES	_____ NO
<b>FTE REPORTING INFORMATION:</b>			
<p><i>By signing below, I acknowledge that the district of enrollment will report _____ FTE for the student listed above and the Florida Virtual School will report _____ FTE for this student for the school year. The combined total of all reported FTE for the FLVS and the school district of enrollment for each student may not be reported as more than 1.0 FTE for the school year.</i></p>			
Signature	Date	Signature	Date
_____	_____	_____	_____
District of Enrollment Authorized Representative		Florida Virtual School Authorized Representative	