

# FLORIDA DEPARTMENT OF EDUCATION



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**NAME:** Mark Eggers  
Ruth Jones  
**PHONE:** (850) 245-0351  
(850) 245-9577

## MEMORANDUM

**DATE:** January 25, 2012  
**TO:** District School Superintendents  
**FROM:** Linda Champion  
**SUBJECT:** February 2011-12 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.

The 2011-12 Florida Education Finance Program (FEFP) February FTE student survey will be conducted the week of February 13-17, 2012. The FTE student data from this survey will be used in the fourth calculation of the 2011-12 FEFP. Please see the attached schedule of cost factors and program numbers for the 2011-12 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.

### FEFP Program Reporting Priority

Student course records with special FEFP program numbers are reported first, before basic student course records, as required by Section 1011.61(1)(c)1.b., Florida Statutes. Please note

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that the reporting of a student's basic program FTE student data prior to career education program FTE student data is not authorized, although the career education cost factor is less than the basic program cost factor.

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

The FEFP provides funding for the 180-day regular school year, except for certain specific exceptions. Students attending 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 is not dependent 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 from 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 following FTE student data should be reported in the June survey: for successful completions for enrollment during the 180-day school year in school district virtual instruction programs (s. 1002.45, F.S.), district virtual course offerings (s. 1003.498, F.S.), charter virtual school programs (s. 1002.33, F.S.), the FLVS full-time program (s. 1002.37, F.S.), FLVS with students in grades 4 and 5 receiving part-time instruction for grades 6-8 courses (s. 1002.37(8), F.S.), and franchises of the FLVS (s. 1002.37(4), F.S.). Students who successfully complete the virtual instruction program should be reported in the June survey with a total *FTE Earned, Course*, across all courses reported, up to 1.0000. Students who do not successfully complete the virtual instruction program should be reported in the June survey with *FTE Earned, Course* equal to 0.0000 on all student course records.

### **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 [FTE General Instructions 2011-12](#) for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. The system cutoff date for reporting February survey data is Friday, March 16, 2012. All database input must be complete as of this date. The attached form letter, which certifies the July, October, and February **fundable** FTE student data, must be signed by the superintendent or designee and submitted no later than Thursday, March 22, 2012. 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 may use FTE Report 05.107 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.**

Section 1011.62(8), Florida Statutes, states, in part, "If a district transfers a program to another institution not under the authority of the district's school board, including a charter technical career center, the decline [in FTE] is to be multiplied by a factor of 0.15." Please notify the Office of Funding and Financial Reporting if this situation occurs in your district.

Report 60.021, "Supplemental FTE Data File List," is available upon request. This report provides Department of Children and Families, Department of Juvenile Justice, Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, and Industry Certified Career and Professional Academies Programs FTE by school. 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 Ruth Jones (Education Information and Accountability Services) at (850) 245-9577 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: FTE Student Certification Letter  
Cost Factors and Program Numbers for 2011-12  
FTE Reporting Deadlines 2011-12 through 2014-15

cc: District FTE Administrators  
District MIS Directors  
District Finance Officers

ATTACHMENT A

ATTENTION: KAREN JOHNSON  
**Due Date: March 22, 2012**

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 Department of Education Information Database as indicated by the final FTE report, **File 05.107**, for the July, October, and February surveys for the \_\_\_\_\_ County School District. All appropriate schools are represented.

Total FEFP Fundable PK-12 FTE  
Florida Education Finance Program

July 2011 survey total \_\_\_\_\_

October 2011 survey total \_\_\_\_\_

February 2012 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, Department of Juvenile Justice programs, and Juveniles Incompetent to Proceed. The following programs report fundable FTE student data in surveys 2 and 3 based on successful completions: Florida Virtual School with students in grades 4 and 5 receiving part-time instruction for grades 6-8 courses, Florida Virtual School full-time, District Virtual Instruction programs, Virtual Charter Schools, District Virtual Course Offerings, and franchises of the Florida Virtual School.

Sincerely,

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*Signature of District School Superintendent or Designee*

ATTACHMENT B

**Cost Factors and Program Numbers for the 2011-12 Fiscal Year**

<b>Program/Category</b>	<b><u>Cost Factors</u></b>	<b><u>Program Numbers</u></b>
<b><u>BASIC PROGRAMS</u></b>		
K-3 Basic	1.102	101
4-8 Basic	1.000	102
9-12 Basic	1.019	103
K-3 Basic with ESE Services*	1.102	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.019	113
<b><u>EXCEPTIONAL STUDENT EDUCATION</u></b>		
Support Level 4	3.550	254
Support Level 5	5.022	255
<b><u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u></b>		
ESOL	1.161	130
<b><u>CAREER EDUCATION</u></b>		
Career Education 9-12	0.999	300

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

## ATTACHMENT C

## FTE Reporting Deadlines 2011-12 through 2014-15

<p><b>2011-12</b></p> <p><u>Survey 1</u> Survey Week: July 11-15, 2011 Due Date: July 29, 2011 State Processing: July 25-September 16, 2011 Final Update/Amendment: September 30, 2011</p> <p><u>Survey 2</u> Survey Week: October 10-14, 2011 Due Date: October 28, 2011 State Processing: October 17-November 11, 2011 Final Update/Amendment Date: March 31, 2012</p> <p><u>Survey 3</u> Survey Week: February 13-17, 2012 Due Date: March 2, 2012 State Processing: February 20-March 16, 2012 Final Update/Amendment Date: July 31, 2012</p> <p><u>Survey 4</u> Survey Week: June 11-15, 2012 Due Date: June 29, 2012 State Processing: June 25-July 13, 2012 Final Update/Amendment Date: August 31, 2012</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>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>