

# FLORIDA DEPARTMENT OF EDUCATION



## STATE BOARD OF EDUCATION

---

T. WILLARD FAIR, *Chairman*

### *Members*

DR. AKSHAY DESAI

ROBERTO MARTÍNEZ

PHOEBE RAULERSON

KATHLEEN SHANAHAN

LINDA K. TAYLOR

Dr. Eric J. Smith  
Commissioner of Education



## CONTACT PERSONS

**NAME:** Martha Haynes  
Ruth Jones

**PHONE:** (850) 245-0405  
(850) 245-0400

## MEMORANDUM

**DATE:** August 5, 2008

**TO:** District School Superintendents

**FROM:** Linda Champion

**SUBJECT:** July 2008-09 FTE Survey Information and  
2008-09 FTE General Instructions

This document is intended to assist school districts in the reporting of full-time equivalent (FTE) students as required by Section 1011.62(1)(a), Florida Statutes. Through this communication and other technical assistance, the Florida Department of Education is meeting its goal of delivering quality services in the education of Florida's student population in one seamless, efficient system.

The 2008-09 Florida Education Finance Program (FEFP) July FTE survey will be conducted the week of July 14-18, 2008. The FTE from this survey will be used in the third calculation of the 2008-09 FEFP. The attached FTE reporting instructions include a synopsis of changes for 2008-09, a list of current program numbers with appropriate cost factors, the July FTE certification form letter, and a schedule of reporting deadlines through 2011-12.

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

**“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.

### **FTE to be Reported**

The 2008-09 FEFP provides funding for the 180-day regular school year used by all schools except for Department of Juvenile Justice (DJJ) facilities and the Florida Virtual School (FVS). With the exception of DJJ facilities, Juveniles Incompetent to Proceed (JITP) programs, and the FVS, PK-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, districts are still required to report summer non-funded FTE in the Automated Student Information System so that associated statistical reports can be generated.

### **Exceptional Education Student Record**

The student course schedule records reporting FTE 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**

In order to generate funding under the FEFP, each teacher course record for courses taught in a school district classroom must contain a valid classroom identification FISH number that matches a number on the FISH file.

### **General Information**

Please refer to the attached FTE General Instructions 2008-09 for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. The system cut-off date for reporting July survey data is Friday, September 19, 2008. All database input must be complete as of this date. The attached form letter, which certifies the July **fundable** FTE, must be signed by the superintendent or designee and submitted no later than Thursday, September 25, 2008. The FTE survey unweighted funded FTE totals provided in this letter must match the totals reported in the database as of the system cut-off date. Districts may use FTE report 05.107 to verify FTE 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 should be reported in the FTE certification letter.**

**The 2008-09 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 FVS. Therefore, the only fundable FTE presented in the FTE certification letter for the July survey should be for students attending DJJ facilities, which include Practical Academic Cultural Education (PACE) Centers for Girls and Marine Institutes; for students enrolled in JITP programs; and for students successfully completing direct instruction courses from the FVS.**

July 2008-09 FTE Survey Information

August 5, 2008

Page 3

**For funding purposes, districts may not report summer FTE for franchises of the Florida Virtual School.**

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 Martha Haynes (Office of Funding and Financial Reporting) at (850) 245-0405 or Ruth Jones (Education Information and Accountability Services) at (850) 245-0400 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/mh

Attachments

ATTACHMENT A

ATTENTION: KAREN JOHNSON

**Due Date: September 25, 2008**

Date: \_\_\_\_\_

Fax Number: (850) 245-9135

Martha Haynes, Ph.D.  
Florida Department of Education  
Office of Funding and Financial Reporting  
325 W. Gaines Street, Room 824  
Tallahassee, Florida 32399-0400

Dear Dr. Haynes:

This letter is provided to certify the fundable PK-12 FTE totals in the Department of Education Information Database as indicated by the final FTE report, File 05.107, for the July survey for the \_\_\_\_\_ County School District. All appropriate schools are represented.

Total FEFP Fundable PK-12 FTE  
Florida Education Finance Program

July 2008 survey total \_\_\_\_\_

**Please Note:** For all districts other than the Florida Virtual School, only Department of Juvenile Justice (DJJ) and Juveniles Incompetent to Proceed (JITP) programs FTE are fundable in surveys 1 and 4.

Sincerely,

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

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

ATTACHMENT B

**Cost Factors and Program Numbers for 2008-09 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	1.066	101
4-8 Basic	1.000	102
9-12 Basic	1.052	103
K-3 Basic, with ESE Services*	1.066	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.052	113
<b><u>EXCEPTIONAL STUDENT EDUCATION</u></b>		
Support Level 4	3.570	254
Support Level 5	4.970	255
<b><u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u></b>		
ESOL	1.119	130
<b><u>CAREER EDUCATION</u></b>		
Career Education 9-12	1.077	300

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

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

**FTE Reporting Deadlines  
2008-09 through 2011-12**

<p><b>2008-09</b></p> <p><u>Survey 1</u> Survey Week: July 14-18, 2008 Due Date: August 1, 2008 State Processing: July 28-September 19, 2008 Final Update/Amendment Date: September 30, 2008</p> <p><u>Survey 2</u> Survey Week: October 13-17, 2008 Due Date: October 31, 2008 State Processing: October 20-November 14, 2008 Final Update/Amendment Date: March 31, 2009</p> <p><u>Survey 3</u> Survey Week: February 9-13, 2009 Due Date: February 27, 2009 State Processing: February 16-March 13, 2009 Final Update/Amendment Date: July 31, 2009</p> <p><u>Survey 4</u> Survey Week: June 8-12, 2009 Due Date: June 26, 2009 State Processing: June 22-July 10, 2009 Final Update/Amendment Date: August 31, 2009</p>	<p><b>2010-11</b></p> <p><u>Survey 1</u> Survey Week: July 12-16, 2010 Due Date: July 30, 2010 State Processing: July 26-September 17, 2010 Final Update/Amendment: September 30, 2010</p> <p><u>Survey 2</u> Survey Week: October 11-15, 2010 Due Date: October 29, 2010 State Processing: October 18-November 12, 2010 Final Update/Amendment Date: March 31, 2011</p> <p><u>Survey 3</u> Survey Week: February 7-11, 2011 Due Date: February 25, 2011 State Processing: February 14-March 11, 2011 Final Update/Amendment Date: July 31, 2011</p> <p><u>Survey 4</u> Survey Week: June 13-17, 2011 Due Date: July 1, 2011 State Processing: June 27-July 15, 2011 Final Update/Amendment Date: August 31, 2011</p>
<p><b>2009-10</b></p> <p><u>Survey 1</u> Survey Week: July 13-17, 2009 Due Date: July 31, 2009 State Processing: July 27-September 18, 2009 Final Update/Amendment: September 30, 2009</p> <p><u>Survey 2</u> Survey Week: October 12-16, 2009 Due Date: October 30, 2009 State Processing: October 19-November 13, 2009 Final Update/Amendment Date: March 31, 2010</p> <p><u>Survey 3</u> Survey Week: February 8-12, 2010 Due Date: February 26, 2010 State Processing: February 15-March 12, 2010 Final Update/Amendment Date: July 31, 2010</p> <p><u>Survey 4</u> Survey Week: June 14-18, 2010 Due Date: July 2, 2010 State Processing: June 28-July 16, 2010 Final Update/Amendment Date: August 31, 2010</p>	<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>

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS