



**State Board of Education**

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**CONTACT PERSONS**

**NAMES:** Mark Eggers  
Todd Clark

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

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Linda Champion

**DATE:** February 9, 2016

**SUBJECT: February 2015-16 Full-Time Equivalent (FTE) Student Survey Information**

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

The 2015-16 Florida Education Finance Program (FEFP) February FTE student survey will be conducted the week of February 8-12, 2016. The FTE student data from this survey will be used in the fourth calculation of the 2015-16 FEFP. Please see the attached schedule of cost factors and program numbers for the 2015-16 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 student schedules on the local student course record. It is used for reporting the *FTE Reported, Course* data element.

**General Information**

Please refer to the [2015-16 FTE General Instructions](#) for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System and reporting deadlines. **Significant changes for 2015-16 are identified on page vi of the instructions.** The system cut-off date for reporting February survey data is Friday, March 11, 2016. 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 student data in error be corrected before certification.** The attached form letter, which certifies the February **reported** FTE student data, must be signed

Linda Champion  
Deputy Commissioner, Finance and Operations

by the superintendent or designee and submitted to the Bureau of School Business Services no later than **Friday, March 18, 2016**. The unweighted reported FTE student totals provided in this letter must match the totals reported in the database as of the system cut-off 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 FTE student data recalibration. Please note that only reported FTE student data should be provided in the FTE student data certification letter.

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

The FEFP provides funding only for the 180-day regular school year, with the following exceptions: programs in Florida Department of Juvenile Justice (DJJ) facilities, Juveniles Incompetent to Proceed (JITP) programs, Florida Virtual School (FLVS) part-time instruction, credit recovery in virtual instruction programs and virtual charter schools. Students attending 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 Program 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 associated statistical reports can be generated.

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.), 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 Reported, 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.

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**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.

Reports 60.021 (Supplemental FTE Data File List) and 71.411 (Supplemental Bonus FTE) are available upon request. Report 60.021 provides data regarding the Florida Department of Children and Families; report 71.411 provides data regarding the Florida Advanced Placement, International Baccalaureate, Advanced International Certificate of Education and Early High School Graduation programs. School districts can use these reports to verify the FTE in these programs.

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

Please call Mark Eggers (School Business Services) at 850-245-0405 or Todd Clark (PK-12 Education Information Services) at 850-245-0400 if assistance is needed.

If it is necessary to fax the FTE student certification letter to meet the March 18, 2016, deadline, please use the following fax number: 850-245-9135.

LC/am

Attachments: February 2015-16 FTE Student Certification Letter  
Cost Factors and Program Numbers for the 2015-16 Fiscal Year  
FTE Reporting Deadlines 2015-16 through 2018-19

cc: District FTE Administrators  
District Finance Officers  
District MIS Directors

ATTENTION: ANDREW MORRELL  
**Due Date: March 18, 2016**

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

Fax Number: 850-245-9135

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 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 2015, October 2015 and February 2016 surveys for the \_\_\_\_\_ County School District. All district schools are represented.

Total FEFP Reported PK-12 FTE  
Florida Education Finance Program

July 2015 survey total \_\_\_\_\_

October 2015 survey total \_\_\_\_\_

February 2016 survey total \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Note:** The following programs are reported with FTE student data in surveys 1-4: Florida Virtual School (FLVS) 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 survey 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*

## Cost Factors and Program Numbers for the 2015-16 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	1.115	101
4-8 Basic	1.000	102
9-12 Basic	1.005	103
PreK-3 Basic with ESE Services*	1.115	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.005	113
<b><u>EXCEPTIONAL STUDENT EDUCATION</u></b>		
Support Level 4	3.613	254
Support Level 5	5.258	255
<b><u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u></b>		
ESOL	1.180	130
<b><u>CAREER EDUCATION</u></b>		
Career Education 9-12	1.005	300

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

## FTE Reporting Deadlines 2015-16 through 2018-19

<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>
<p><b>2017-18</b></p> <p><u>Survey 1</u>            Survey Week: July 10-14, 2017            Due Date: July 28, 2017            State Processing: July 24-September 15, 2017            Final Update/Amendment Date: September 30, 2017</p> <p><u>Survey 2</u>            Survey Week: October 9-13, 2017            Due Date: October 27, 2017            State Processing: October 16-November 10, 2017            Final Update/Amendment Date: March 31, 2018</p> <p><u>Survey 3</u>            Survey Week: February 5-9, 2018            Due Date: February 23, 2018            State Processing: February 12-March 9, 2018            Final Update/Amendment Date: July 31, 2018</p> <p><u>Survey 4</u>            Survey Week: June 11-15, 2018            Due Date: July 6, 2018            State Processing: June 25-July 13, 2018            Final Update/Amendment Date: August 31, 2018</p>	<p><b>2018-19</b></p> <p><u>Survey 1</u>            Survey Week: July 9-13, 2018            Due Date: July 27, 2018            State Processing: July 23-September 14, 2018            Final Update/Amendment Date: September 30, 2018</p> <p><u>Survey 2</u>            Survey Week: October 8-12, 2018            Due Date: October 26, 2018            State Processing: October 15-November 9, 2018            Final Update/Amendment Date: March 31, 2019</p> <p><u>Survey 3</u>            Survey Week: February 4-8, 2019            Due Date: February 22, 2019            State Processing: February 11-March 8, 2019            Final Update/Amendment Date: July 31, 2019</p> <p><u>Survey 4</u>            Survey Week: June 10-14, 2019            Due Date: July 5, 2019            State Processing: June 24-July 12, 2019            Final Update/Amendment Date: August 31, 2019</p>