

## Student Course Schedule (Grades 6-12)

|                                    | Surveys 1, 2, 3 & 4   |
|------------------------------------|---|
| School Number, Current Enrollment  | Use school number of enrollment.  |
| School Number, Current Instruction | Use 0500 for grades 6-8 or 0600 for grades 9-12.  |
| FEFP Program Number                | Use 102, 103, 112, 113, or 300.   |
| Course Grade                       | Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc.   |
| End of Course Achievement Level    | Use 1 through 5 if credit is earned or course if successfully completed; "Z" if no credit is earned, course is not a successful completion, or the virtual course does not require an EOC assessment. |
| <i>FTE Reported, Course</i>        | 0.0000 if no credit is earned or if the course is in progress; A value greater than 0.0000 if credit is earned.   |
| Location of Student                | Use codes provided in the database documentation to designate the location of instruction.  |

Also, report all other data elements and formats that apply to the student.

## Florida Virtual School Full-time

FTE reporting for FLVS is described in Section 1002.37(3)(a), F.S.

- *FLVS may provide full-time instruction for students in kindergarten through grade 12.*
- *FLVS can report FTE for a student who has successfully completed courses. The completion of six credits is reported as 1.0 unweighted FTE. A student who completes fewer than six courses can be reported as a fraction of an FTE. One year-long course is equivalent to  $\frac{1}{6}$  FTE (.1667) and a one semester course is equivalent to  $\frac{1}{12}$  FTE (.0834).*

To receive funding, students must successfully complete FLVS courses. Courses taken by students enrolled in FLVS shall be reported with the appropriate FEFP Program Number in Surveys 2 and 3, with *FTE Reported, Course* equal to 0.0000.

All virtual courses where students are enrolled for more than 14 days in a course should be reported in Survey 4 for completion rate purposes, but *FTE Reported, Course* greater than 0.0000 should only be reported for those courses in which the student had successful completions as described in the first section of Appendix E.

## Student Demographic Information

|  |   |
|--|---|
| District Number, Current Enrollment          | Use district number 71.   |
| District Number, Current Instruction/Service | Use district number 71.   |
| School Number, Current Enrollment            | Use school number 0300 for grades K-5, 0801 for grades 6-8, and 0400 for grades 9-12. |

## Student Course Schedule

|                                    | <b>Surveys 2 and 3</b>  | <b>Survey 4</b>   |
|------------------------------------|---|---|
| School Number, Current Enrollment  | Use school number 0300 for grades K-5, 0801 for grades 6-8, and 0400 for grades 9-12.   | Use school number 0300 for grades K-5, 0801 for grades 6-8, and 0400 for grades 9-12.   |
| School Number, Current Instruction | Use school number 0300 for grades K-5, 0801 for grades 6-8, and 0400 for grades 9-12.   | Use school number 0300 for grades K-5, 0801 for grades 6-8, and 0400 for grades 9-12.   |
| FEFP Program Number                | Use program 101-103, 111-113, 130, 254, 255, or 300.  | Use program 101-103, 111-113, 130, 254, 255, or 300.  |
| Course Grade                       | Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc. | Report the appropriate Course Grade code such as "I" (Incomplete), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc.   |
| End of Course Achievement Level    | Code "Z"  | Use 1 through 5 if credit is earned or course is successfully completed; "Z" if no credit is earned, course is not a successful completion, or the virtual course does not require an EOC assessment. |
| <i>FTE Reported, Course</i>        | 0.0000  | 0.0000 if no credit is earned or course content is not completed; A value greater than 0.0000 if credit is earned or course is successfully completed.  |
| Location of Student                | Use codes provided in the database to designate the location of instruction.  | Use codes provided in the database documentation to designate the location of instruction.  |

**Also, report all other data elements and formats that apply to the student.**

## APPENDIX F

### 2019-20 Course Code Directory Courses That Do Not Generate FTE for FEFP Funding

Note: The file name for the “Course Code Directory Courses That Do Not Generate FTE for FEFP Funding” is DPS.DISTRICT.GQ.F71424.Yyyyyy.

| <b>COURSE #</b> | <b>TITLE (Abbreviated)</b> | <b>NOTES</b>   |
|-----------------|----------------------------|--|
| 0051076         | INTERM RE TCHR             | District/School-based job assignment number (not a course) |
| 0052016         | PHY THER                   | District/School-based job assignment number (not a course) |
| 0052017         | OCCU THER                  | District/School-based job assignment number (not a course) |
| 0052018         | SPCH/LANG PATH             | District/School-based job assignment number (not a course) |
| 0052019         | ORIEN/MOBLTY SPEC          | District/School-based job assignment number (not a course) |
| 0052028         | INTERPRETER                | District/School-based job assignment number (not a course) |
| 0052029         | ART SPEC                   | District/School-based job assignment number (not a course) |
| 0052030         | PTA                        | District/School-based job assignment number (not a course) |
| 0052031         | OTA                        | District/School-based job assignment number (not a course) |
| 0052032         | SPEECH THRPY AIDE          | District/School-based job assignment number (not a course) |
| 0061025         | CHILD FIND SPEC            | District/School-based job assignment number (not a course) |
| 0061026         | DIAGNOSTIC SPEC            | District/School-based job assignment number (not a course) |
| 0061131         | SCH SOC WKR                | District/School-based job assignment number (not a course) |
| 0061231         | COUNSELOR-E                | District/School-based job assignment number (not a course) |
| 0061232         | COUNSELOR-M/J              | District/School-based job assignment number (not a course) |
| 0061233         | COUNSELOR-SH SCH           | District/School-based job assignment number (not a course) |
| 0061234         | COUNSELOR-AD/VOC SCH       | District/School-based job assignment number (not a course) |
| 0061235         | COUNSELOR-EXC ED SCH       | District/School-based job assignment number (not a course) |
| 0061236         | COUNSELOR-OTHER SCH        | District/School-based job assignment number (not a course) |
| 0061237         | COUNSELOR-CAR ED           | District/School-based job assignment number (not a course) |
| 0061238         | OCC/PL SPEC                | District/School-based job assignment number (not a course) |
| 0061420         | SCH PSY                    | District/School-based job assignment number (not a course) |
| 0062030         | LIB/MED SPEC-E SCH         | District/School-based job assignment number (not a course) |
| 0062031         | LIB/MED SPEC-M/J           | District/School-based job assignment number (not a course) |
| 0062032         | LIB/MED SPEC-SH            | District/School-based job assignment number (not a course) |
| 0062033         | LIB/MED SPEC-AD/VOC        | District/School-based job assignment number (not a course) |
| 0062034         | LIB/MED SPEC-OTHER         | District/School-based job assignment number (not a course) |
| 0062035         | LIB/MED SPEC-DISTO         | District/School-based job assignment number (not a course) |
| 0063019         | DIRE VOC ED                | District/School-based job assignment number (not a course) |
| 0063020         | DIRE EXC STU ED            | District/School-based job assignment number (not a course) |
| 0063059         | SUP/COOR, VOC EDC ED       | District/School-based job assignment number (not a course) |
| 0063060         | SUP/COOR,AGRI/NRE          | District/School-based job assignment number (not a course) |

|         |                      |  |
|---------|----------------------|--|
| 0063070 | SUP/COOR, OTHER VOC  | District/School-based job assignment number (not a course) |
| 0063071 | SUP/COOR, VOC ED SNS | District/School-based job assignment number (not a course) |
| 0063100 | PRIMARY SPECIALIST   | District/School-based job assignment number (not a course) |
| 0063101 | PROG SPEC            | District/School-based job assignment number (not a course) |
| 0063102 | STAFFING SPEC        | District/School-based job assignment number (not a course) |
| 0063103 | LEARN RE SPEC        | District/School-based job assignment number (not a course) |
| 0063104 | TRANSI SPEC          | District/School-based job assignment number (not a course) |
| 0063105 | BEHAVIOR SPEC        | District/School-based job assignment number (not a course) |
| 0073001 | PRINC E SCH          | District/School-based job assignment number (not a course) |
| 0073002 | PRINC M/J            | District/School-based job assignment number (not a course) |
| 0073003 | PRINC SH             | District/School-based job assignment number (not a course) |
| 0073004 | PRINC OTHER E&S SCH  | District/School-based job assignment number (not a course) |
| 0073005 | PRINC EXC STU SCH    | District/School-based job assignment number (not a course) |
| 0073006 | PRINC AD SCH         | District/School-based job assignment number (not a course) |
| 0073007 | DIRE VOC TECN CTR    | District/School-based job assignment number (not a course) |
| 0073008 | ASTP E               | District/School-based job assignment number (not a course) |
| 0073009 | ASTP M/J             | District/School-based job assignment number (not a course) |
| 0073010 | ASTP SH              | District/School-based job assignment number (not a course) |
| 0073011 | ASTP OTHER E&S SCH   | District/School-based job assignment number (not a course) |
| 0073012 | ASTP EXC STU SCH     | District/School-based job assignment number (not a course) |
| 0073013 | ASTP AD SCH          | District/School-based job assignment number (not a course) |
| 0073014 | AST DIRE VOC TECN    | District/School-based job assignment number (not a course) |
| 0073015 | CURR COOR/ASTP E     | District/School-based job assignment number (not a course) |
| 0073016 | CURR COOR/ ASTP M/J  | District/School-based job assignment number (not a course) |
| 0073017 | CURR COOR/ASTP SH    | District/School-based job assignment number (not a course) |
| 0073018 | CURR COOR/ASTP/OTHER | District/School-based job assignment number (not a course) |
| 0073019 | DEAN/ASTP E          | District/School-based job assignment number (not a course) |
| 0073020 | DEAN/ASTP M/J        | District/School-based job assignment number (not a course) |
| 0073021 | DEAN/ASTP SH         | District/School-based job assignment number (not a course) |
| 0073022 | DEAN/ASTP OTHER SCH  | District/School-based job assignment number (not a course) |
| 0073023 | ACTIVITIES DIRE      | District/School-based job assignment number (not a course) |
| 0073024 | ATH DIRE             | District/School-based job assignment number (not a course) |
| 0073033 | ATH TR               | District/School-based job assignment number (not a course) |
| 0073101 | INTERN PRINC E       | District/School-based job assignment number (not a course) |
| 0073102 | INTERN PRINC M/J     | District/School-based job assignment number (not a course) |
| 0073103 | INTERN PRINC SH      | District/School-based job assignment number (not a course) |
| 0073104 | INTERN PRINC E&S     | District/School-based job assignment number (not a course) |
| 0073105 | INTERN PRINC EXC STU | District/School-based job assignment number (not a course) |
| 0073108 | INTERN ASTP E        | District/School-based job assignment number (not a course) |
| 0073109 | INTERN ASTP M/J      | District/School-based job assignment number (not a course) |

|         |                      |  |
|---------|----------------------|--|
| 0073110 | INTERN ASTP SH       | District/School-based job assignment number (not a course) |
| 0073111 | INTERN ASTP OTHER    | District/School-based job assignment number (not a course) |
| 0073112 | INTERN ASTP EXC STU  | District/School-based job assignment number (not a course) |
| 0073113 | INTERN ASTP AD SCH   | District/School-based job assignment number (not a course) |
| 0073114 | INTERN AST DIRE VOC  | District/School-based job assignment number (not a course) |
| 0073201 | INTERIM PRINC E SCH  | District/School-based job assignment number (not a course) |
| 0073202 | INTERIM PRINC M/J    | District/School-based job assignment number (not a course) |
| 0073203 | INTERIM PRINC SH     | District/School-based job assignment number (not a course) |
| 0073204 | INTERIM PRINC OTHER  | District/School-based job assignment number (not a course) |
| 0073205 | INTERIM PRINC EXC ED | District/School-based job assignment number (not a course) |
| 0073206 | INTERIM PRINC AD SCH | District/School-based job assignment number (not a course) |
| 0073207 | INTERIM DIRE VOC TEC | District/School-based job assignment number (not a course) |
| 0073208 | INTERIM ASTP E SCH   | District/School-based job assignment number (not a course) |
| 0073209 | INTERIM ASTP M/J     | District/School-based job assignment number (not a course) |
| 0073210 | INTERIM ASTP SH SCH  | District/School-based job assignment number (not a course) |
| 0073211 | INTERIM ASTP OTHER   | District/School-based job assignment number (not a course) |
| 0073212 | INTERIM ASTP EXC STU | District/School-based job assignment number (not a course) |
| 0073214 | INTERIM ASTP VOC TEC | District/School-based job assignment number (not a course) |
| 0100220 | M/J ART TRANSFER     | Grades 6-8 Education Courses                               |
| 0100990 | ART TRANSFER         | Grades 9-12 and Adult Education Courses                    |
| 0200220 | M/J CPTR TRANSFER    | Grades 6-8 Education Courses                               |
| 0200339 | CLEP INFO SYSTEMS    | Grades 9-12 and Adult Education Courses                    |
| 0200985 | IT COMPETENCY EXAM   | Grades 9-12 and Adult Education Courses                    |
| 0200990 | COMPUTER ED TRANSFER | Grades 9-12 and Adult Education Courses                    |
| 0300220 | M/J DANCE TRANSFER   | Grades 6-8 Education Courses                               |
| 0300990 | DANCE TRANSFER       | Grades 9-12 and Adult Education Courses                    |
| 0400220 | M/J DRAMA TRANSFER   | Grades 6-8 Education Courses                               |
| 0400990 | DRAMA TRANSFER       | Grades 9-12 and Adult Education Courses                    |
| 0500531 | CLEP BUSINESS LAW    | Grades 9-12 and Adult Education Courses                    |
| 0500532 | CLEP FINAN ACCTING   | Grades 9-12 and Adult Education Courses                    |
| 0500533 | CLEP PRIN OF MGMT    | Grades 9-12 and Adult Education Courses                    |
| 0500534 | CLEP PRIN OF MARKET  | Grades 9-12 and Adult Education Courses                    |
| 0700220 | M/J WORLD LANG TRAN  | Grades 6-8 Education Courses                               |
| 0700980 | WORLD LANG TRANS 1   | Grades 9-12 and Adult Education Courses                    |
| 0700990 | WORLD LANG TRANS 2   | Grades 9-12 and Adult Education Courses                    |
| 0701382 | CLEP FRENCH LANG 1-2 | Grades 9-12 and Adult Education Courses                    |
| 0701980 | WORLD LANG TRANS 3   | Grades 9-12 and Adult Education Courses                    |
| 0701990 | WORLD LANG TRANS 4   | Grades 9-12 and Adult Education Courses                    |
| 0702382 | CLEP GERMAN LANG 1-2 | Grades 9-12 and Adult Education Courses                    |
| 0702980 | WORLD LANG TRANS 5   | Grades 9-12 and Adult Education Courses                    |

|         |                       |   |
|---------|-----------------------|---|
| 0702990 | WORLD LANG TRANS 6    | Grades 9-12 and Adult Education Courses |
| 0703980 | WORLD LANG TRANS 7    | Grades 9-12 and Adult Education Courses |
| 0703990 | WORLD LANG TRANS 8    | Grades 9-12 and Adult Education Courses |
| 0708450 | CLEP SPANISH LANG 1-2 | Grades 9-12 and Adult Education Courses |
| 0791920 | WORLD LANG WAIVER     | Grades 9-12 and Adult Education Courses |
| 0800220 | M/J HEALTH TRANSFER   | Grades 6-8 Education Courses            |
| 0800391 | CLEP HUMAN/GROW DEV   | Grades 9-12 and Adult Education Courses |
| 0800990 | HEALTH TRANSFER       | Grades 9-12 and Adult Education Courses |
| 0900321 | CLEP HUMANITIES       | Grades 9-12 and Adult Education Courses |
| 0900990 | HUMANITIES TRANSFER   | Grades 9-12 and Adult Education Courses |
| 1000220 | M/J LANG ARTS TRAN    | Grades 6-8 Education Courses            |
| 1000990 | LANG ARTS TRANSFER    | Grades 9-12 and Adult Education Courses |
| 1005900 | CLEP AMERICAN LIT     | Grades 9-12 and Adult Education Courses |
| 1005901 | CLEP ENGLISH LIT      | Grades 9-12 and Adult Education Courses |
| 1005902 | CLEP A&I LITERATURE   | Grades 9-12 and Adult Education Courses |
| 1009380 | CLEP COLL COMPOS      | Grades 9-12 and Adult Education Courses |
| 1009381 | CLEP COLL COMPOS MOD  | Grades 9-12 and Adult Education Courses |
| 1100220 | M/J LIBR/MEDIA TRAN   | Grades 6-8 Education Courses            |
| 1100990 | LIB/MEDIA TRANSFER    | Grades 9-12 and Adult Education Courses |
| 1200220 | M/J MATH TRAN         | Grades 6-8 Education Courses            |
| 1200325 | CLEP COLL ALGEBRA     | Grades 9-12 and Adult Education Courses |
| 1200701 | CLEP COLL MATH        | Grades 9-12 and Adult Education Courses |
| 1200990 | MATH TRAN             | Grades 9-12 and Adult Education         |
| 1200998 | CTE/IC MATH SUB 1     | Grades 9-12 and Adult Education Courses |
| 1200999 | CTE/IC MATH SUB 2     | Grades 9-12 and Adult Education Courses |
| 1202301 | CLEP CALCULUS         | Grades 9-12 and Adult Education Courses |
| 1202341 | CLEP PRECALCULUS      | Grades 9-12 and Adult Education Courses |
| 1300220 | M/J MUS TRANSFER      | Grades 6-8 Education Courses            |
| 1300990 | MUSIC TRANSFER        | Grades 9-12 and Adult Education Courses |
| 1500220 | M/J PHYS ED TRANSFER  | Grades 6-8 Education Courses            |
| 1500410 | INTERSCH SSN 1 - COM  | Grades 9-12 and Adult Education Courses |
| 1500420 | INTERSCH SSN 2 - COM  | Grades 9-12 and Adult Education Courses |
| 1500440 | MCHG BAND PE WAIVER   | Grades 9-12 and Adult Education Courses |
| 1500445 | DANCE WAIVER          | Grades 9-12 and Adult Education Courses |
| 1500450 | JROTC/PE YR1 WAIVER   | Grades 9-12 and Adult Education Courses |
| 1500460 | JROTC/PE YR2 WAIVER   | Grades 9-12 and Adult Education Courses |
| 1500470 | JROTC/PE WAIVER COMP  | Grades 9-12 and Adult Education Courses |
| 1500480 | JROTC/PE/PF WAIVER    | Grades 9-12 and Adult Education Courses |
| 1500990 | PE TRAN               | Grades 9-12 and Adult Education Courses |
| 1800990 | MILITARY TRANSFER     | Grades 9-12 and Adult Education Courses |

|         |                      |   |
|---------|----------------------|---|
| 2000220 | M/J SCIENCE TRANSFER | Grades 6-8 Education Courses                      |
| 2000325 | CLEP BIOLOGY         | Grades 9-12 and Adult Education Courses           |
| 2000990 | SCIENCE TRANSFER     | Grades 9-12 and Adult Education Courses           |
| 2000999 | CTE/IC SCI SUB       | Grades 9-12 and Adult Education Courses           |
| 2002375 | CLEP NATURAL SCIENCE | Grades 9-12 and Adult Education Courses           |
| 2003376 | CLEP CHEMISTRY       | Grades 9-12 and Adult Education Courses           |
| 2100220 | M/J SOC ST TRANSFER  | Grades 6-8 Education Courses                      |
| 2100325 | CLEP US HISTORY 1    | Grades 9-12 and Adult Education Courses           |
| 2100326 | CLEP US HISTORY 2    | Grades 9-12 and Adult Education Courses           |
| 2100550 | CLEP WESTERN CIV 1   | Grades 9-12 and Adult Education Courses           |
| 2100551 | CLEP WESTERN CIV 2   | Grades 9-12 and Adult Education Courses           |
| 2100990 | SOC STUDIES TRANSFER | Grades 9-12 and Adult Education Courses           |
| 2102355 | CLEP MACROECONOMICS  | Grades 9-12 and Adult Education Courses           |
| 2102356 | CLEP MICROECONOMICS  | Grades 9-12 and Adult Education Courses           |
| 2106325 | CLEP AMERICAN GOVT   | Grades 9-12 and Adult Education Courses           |
| 2107380 | CLEP INTROD PSYCH    | Grades 9-12 and Adult Education Courses           |
| 2107381 | CLEP EDUC PSYCH      | Grades 9-12 and Adult Education Courses           |
| 2108330 | CLEP INTROD SOCIO    | Grades 9-12 and Adult Education Courses           |
| 2108331 | CLEP SOC SCI & HIST  | Grades 9-12 and Adult Education Courses           |
| 2200300 | NC STUDY HALL 1      | Grades 9-12 and Adult Education Courses           |
| 2200310 | NC STUDY HALL 2      | Grades 9-12 and Adult Education Courses           |
| 2200320 | NC STUDY HALL 3      | Grades 9-12 and Adult Education Courses           |
| 2200330 | NC STUDY HALL 4      | Grades 9-12 and Adult Education Courses           |
| 2500200 | M/J TEMP INSTR PLACE | Grades 6-8 Education Courses                      |
| 2500510 | TEMP INSTR PLACEMENT | Grades 9-12 and Adult Education Courses           |
| 5022000 | STUDY HALL E         | Grades 9-12 and Adult Education Courses           |
| 7910998 | CTE SUB ACC ENG 4    | Exceptional Student Education Grades 9-12 Courses |
| 7910999 | CTE SUB ENG 4        | Exceptional Student Education Grades 9-12 Courses |
| 7912998 | CTE SUB ACC MATH     | Exceptional Student Education Grades 9-12 Courses |
| 7912999 | CTE SUB MATH         | Exceptional Student Education Grades 9-12 Courses |
| 7920998 | CTE SUB ACC SCIENCE  | Exceptional Student Education Grades 9-12 Courses |
| 7920999 | CTE SUB SCIENCE      | Exceptional Student Education Grades 9-12 Courses |
| 7921998 | CTE SUB ACC SOCSTUD  | Exceptional Student Education Grades 9-12 Courses |
| 7921999 | CTE SUB SOCSTUDIES   | Exceptional Student Education Grades 9-12 Courses |
| 8199990 | AGRIBUS ED TRAN      | Career/Technical Education Courses                |
| 8299990 | BUSINESS ED TRAN     | Career/Technical Education Courses                |
| 8499990 | HEALTH OCCS ED TRAN  | Career/Technical Education Courses                |
| 8599990 | FAM & CONS SCI TRAN  | Career/Technical Education Courses                |
| 8799990 | INDUS ED TRAN        | Career/Technical Education Courses                |
| 8899990 | MKT ED TRAN          | Career/Technical Education Courses                |



|         |                     |                                    |
|---------|---------------------|------------------------------------|
| 8999990 | PUB SERV ED TRAN    | Career/Technical Education Courses |
| A010000 | AGRIBUS ED TRANSFER | Career/Technical Education Courses |
| B000000 | BUSINESS ED TRAN    | Career/Technical Education Courses |
| H000000 | HEALTH OCCS ED TRAN | Career/Technical Education Courses |
| I000000 | INDUS ED TRANSFER   | Career/Technical Education Courses |
| M000000 | MKT ED TRANSFER     | Career/Technical Education Courses |
| P000000 | PUB SERV ED TRAN    | Career/Technical Education Courses |
| V000000 | FAM & CONS SCI TRAN | Career/Technical Education Courses |
|         |                     |                                    |

## APPENDIX G

### FDOE Automated Student Information System Reporting Requirements for Student Transportation (Surveys 1, 2, 3, and 4)

#### Student Eligibility

To be eligible for transportation funding, a student must be:

1. In membership during survey week;
2. Transported at least once during the five-day survey week or once during the preceding six scheduled school days; and
3. Meet one of the eligibility criteria provided in Section 1011.68(1), F.S.

Please note that school districts must report via the Automated Student Information System each student who is transported during survey week regardless of whether or not the student is eligible for transportation funding.

**Membership** includes all prekindergarten through grade 12 students enrolled in school during survey week who are assigned to a bus, passenger car, multipurpose passenger vehicle, general-purpose transportation (e.g., city bus or train), or privately owned motor vehicle or boat (for certain students who are isolated or have disabilities).

**Transported** refers to any student who rides the bus (or other approved transportation vehicle) for the purpose of attending school at least once during the five-day survey week or once during the preceding six scheduled school days.

Eligible students who are transported by general-purpose transportation (city buses, trains, etc.) or privately owned motor vehicles or boats (for isolated students or students with disabilities) are reported in the same manner as all other transported students. For purposes of transportation, Rule 6A-1.0451(5), F.A.C., defines students with disabilities under Section 1011.68(5), F.S., as those students with disabilities for whom school bus transportation is impracticable or unavailable for reasons related to the student's individual needs and circumstances, as documented on the student's individual educational plan (IEP). Section 1006.22, F.S., further requires that the school board have a written or oral contract to transport students with disabilities in privately owned motor vehicles.

School districts are encouraged to communicate to students and parents the safety and availability of student transportation provided by the school district. Such communication is expected to be made during parent orientation, which takes place during the first weeks of school. To ensure equitable student transportation funding for all school districts, it is imperative that school districts report accurate information regarding school bus ridership.

To ensure that the transportation ridership count accurately represents the students who ride the bus on a day-to-day basis, school districts may not encourage or provide incentives to students to ride school buses during the survey period, nor may school districts deny privileges to students who do not ride school buses during the survey period.

Communication in the form of announcements from the principal's office or district staff, automated phone calls, letters to students' homes, email correspondence or any other communication suggesting or requesting students to ride the bus when the survey is administered is strictly prohibited. School districts may not create or implement policies or procedures designed to increase school bus ridership during the survey period. Any policies or procedures encouraging or affecting ridership must be in place during the entire year transportation is being provided. For example, a school district that encourages students, via communication during the week prior to survey week, to ride the bus during survey week, is expected to provide the same communication each week during the school year. To verify accurate student ridership counts, department staff may conduct on-site monitoring of student ridership reporting.

Students enrolled in the Florida School for the Deaf and the Blind are not eligible for transportation funding through the FEFP.

### **Eligibility Categories**

Eligibility criteria for transportation funding, in accordance with Section 1011.68(1), F.S., are:

1. The student lives two or more miles from the school.
2. The student is classified as a student with a disability under the Individuals with Disabilities Education Act (IDEA), regardless of distance (does not apply to gifted students). K-12 students identified with Specific Learning Disabilities, Speech Impairment or Language Impairment who live fewer than two miles from their assigned schools are eligible only if transportation services are required by the student's IEP.
3. The student/parent or infant is enrolled in the Teenage Parent Program.
4. The student is enrolled in a state-funded IDEA prekindergarten program or Teenage Parent Prekindergarten program, regardless of the distance from the student's home to the school.
5. The student is a career and technical education or exceptional education student, enrolled in grades 6 through 12, who is being transported from one school center to another where career and technical education programs are provided. Dually enrolled students, as defined by Section 1007.271, F.S., who attend a university, college or vocational technical center, are included.
6. The student meets the criteria for hazardous walking as stated in Section 1006.23, F.S., including enrollment in elementary school.

## **Hazardous Walking**

To claim hazardous walking funding, districts must enter the correct code for eligible students on the Automated Student Information System, no later than the end of the FTE student survey period. School districts are required to have in writing, and on file, documentation identifying the hazardous locations; the date each location was inspected; names of the representatives of the school district, roadway jurisdiction, law enforcement jurisdiction and metropolitan planning organization (if applicable) who participated in the inspection of each hazardous walking location; and the specific conditions verifying that each location meets the qualifying statutory criteria (e.g., traffic counts during the time students walk, number of traffic lanes, posted speed limit). Documentation must also be maintained to verify that the representatives of the entities with jurisdiction have mutually agreed that each location meets the qualifying criteria specified in Section 1006.23(2), F.S.

## **Students Counted Only Once Per Reporting Period**

A student may be reported using the student transportation format only once per reporting period and only on one mode of travel, even if more than one mode was used. Unless the student was transported during survey periods 2 or 3 for both the regular term and an intersession, then two records should be submitted for that survey period – one for the regular term and one for the intersession.

Students who ride on more than one bus or mode of transportation during the school day may only be counted once. Students who are transported in the morning or afternoon and who are transported from center to center may only be counted once.

Students who ride home from school on a special bus route serving only those students attending after-school programs or activities, and who are not eligible or reported in the morning or at any other time, may not be reported for funding. Pursuant to Section 1011.68(1), F.S., students riding a school bus for the purpose of attending school may be counted for funding if they live two or more miles from the school to which they are assigned, regardless of where the bus stop is located. A school may establish a centralized bus stop location to provide students transportation to and from school; however, only students who meet eligibility requirements in Section 1011.68(1), F.S., qualify for student transportation funding. A centralized bus stop may not be established during survey week to transport students who otherwise are not generally transported.

The district must have a policy to report students who transfer from one bus to another during survey week, either on the sending or receiving bus. For example, a student transported from home to school and then to a vocational center should have only one student transportation record reported for that year and survey period (excluding an intersession record, if applicable). Districts must have a policy for transporting and reporting eligible students who live two or more miles away from their assigned school and have two separate residential addresses due to shared parental custody.

## Prekindergarten Student Eligibility

The following prekindergarten students are the only prekindergarten students eligible for transportation funding under Section 1011.68(1), F.S.:

- Prekindergarten students with disabilities pursuant to Rule 6A-6.03026, F.A.C., regardless of distance, who meet the criteria for receiving specialized transportation services. These students are reported in Membership Category L, IDEA-Prekindergarten through Grade 12, Weighted.
- Prekindergarten students with disabilities pursuant to Rule 6A-6.03026, F.A.C., regardless of distance, who do **NOT** meet the weighted funding criteria, as indicated in Membership Category L, for receiving specialized transportation services. These students are reported in Membership Category M, All Other FEFP Transportation Funding-Eligible Students, Unweighted.
- Prekindergarten children of a student parent enrolled in a Teenage Parent Program, pursuant to Section 1003.54, F.S. These students are reported in Membership Category F, Teenage Parents and Infants, Unweighted.

Prekindergarten children not enrolled in IDEA programs, or whose parent or parents are not enrolled in a Teenage Parent Program, are not eligible for state transportation funding under Section 1011.68(1), F.S. Students in the following programs are **ineligible** for transportation funding under Section 1011.68(1), F.S., unless the students also have disabilities or are in a Teenage Parent Program: Prekindergarten Title I, federally funded Prekindergarten Migrant Programs, Head Start and Readiness Coalition programs. A student enrolled in the VPK Education Program may not be reported under Section 1011.68(1), F.S., for student transportation funds.

## Reporting on the Automated Student Information System

The FDOE receives school district student information at scheduled survey times during the reporting year. Student Transportation data are reported in surveys 1 through 4. See Appendix A of this document for the Schedule of State Processing Dates.

For each student transported by the school district during survey week (regardless of the student's eligibility for transportation funding), the district must submit a student transportation record to the FDOE Automated Student Information System located at Northwest Regional Data Center (NWRDC). Database reporting must conform to the FDOE Information Database requirements.

### Reporting Days in Term

Days in Term (For FTE Student Reporting Purposes) is the number of school days the student is scheduled to be transported during the term.

- For most students in surveys 2 and 3, the number of days will be 90.
- For students in programs that meet once a week, the number of days will be 18 (90-day term divided by five).
- For the June and July (surveys 4 and 1) summer periods and for intersessions, report the scheduled days students are required to attend for each reporting period.
- The sum of “Days in Term” reported for surveys 2 and 3 for the same fiscal year is the class days in the academic year calendar or 180 days, whichever is smaller. School districts with fewer than 180 instructional days must report the actual number of days students were transported, not 180 days.

### **Reporting Vehicle Category**

Vehicle Category indicates the type of vehicle used to transport the student. These include the following categories:

- B School buses meeting Florida School Bus Specifications adopted pursuant to Rule 6A-3.003, F.A.C.  
Note: The number of school buses reported will be used to calculate the district’s average bus occupancy (ABO), pursuant to Section 1011.68(2), F.S. Buses transporting only category N students will not be included in the ABO calculation.
- E Passenger car or allowable multipurpose passenger vehicle owned, operated or contracted by the school board or charter school, transporting fewer than 10 students
- P Privately owned motor vehicle or boat (for certain students with disabilities or isolated students)
- G General-purpose transportation (city buses, trains, etc.)

### **Summer School Eligibility and Schedules Outside Survey Week**

Most students transported to educational programs that are not funded under the FEFP may not be claimed for summer transportation funding. Students with disabilities whose IEPs specify the need for extended school year education and transportation as a related service may be claimed for summer transportation funding. Students attending non-residential Florida DJJ educational programs may also be claimed for summer transportation funding. Students attending a program that does not generate FTE student membership under the FEFP may not be reported for summer school transportation funding, with the exception of students with disabilities whose IEPs specify the need for extended school year education and transportation as a related service. If the July or June summer school period is scheduled so that it takes place outside the regularly

scheduled survey week, then a separate survey week will be established to count these students. The middle day or middle week of the summer period should be used as the basis for establishing the survey week. This effort should be coordinated with the district's FTE administrator so that the same survey week is established for reporting both FTE students and transported FTE students.

## **Year-Round Schools Reporting**

Year-Round/Extended School Year FTE Indicator identifies the student being reported as attending either part of the regular school year (Code Z) or in an intersession (Code A). (Code B, Extended School Year FTE, is not applicable to the Student Transportation format.)

Regular School Year - All year-round schools should report the first 90 days of their 180-day regular school year in the October survey. The second 90 days of the regular 180-day school year should be reported in the February survey, regardless of when the tracks are in session.

Intersession - Instruction beyond 180 days (intersessions) may be scheduled at intervals between sessions of the year-round school year. Typically, these intersessions are scheduled as the 10 to 15 day terms following either the 45 or 60 days of the regularly scheduled year-round instructional period. Students with disabilities whose IEPs specify the need for extended school year education and transportation as a related service may be reported for intersession transportation funding. Students attending non-residential Florida DJJ educational programs may also be reported for intersession transportation funding. Students attending a program that does not generate FTE membership under the FEFP may not be reported for intersession transportation funding. To report students for intersession funding, conduct a survey for those students during intersession. The intersession survey week is determined in a manner similar to that used for "Summer School Scheduled Outside Survey Week" previously discussed. The middle day or middle week of the intersession period should be used as the basis for establishing the survey week. This effort should be coordinated with the district FTE administrator.

## **FEFP Transportation Membership Categories**

Transportation Membership Category signifies one of the student transportation membership categories listed below. **Students may be counted only one time and only in one membership category.** Students who ride more than one bus or mode of transportation during the school day may only be counted once. Students who are transported in the morning or afternoon and who are transported from center to center may only be counted once.

Records must be maintained for each student transported to document that eligibility criteria have been met and each student is recorded in the appropriate membership category.

Students enrolled in the Florida School for the Deaf and the Blind are not eligible for transportation funding through the FEFP. Florida School for the Deaf and the Blind students transported on district buses should be claimed in Membership Category N: Non-FEFP Fundable Prekindergarten through Grade 12 Students.

**Membership Category F: Teenage Parents and Infants, Unweighted**

Students enrolled in the Teenage Parent Program and their eligible children, pursuant to Section 1003.54, F.S., regardless of distance.

**Membership Category G: Hazardous Walking, Elementary, Unweighted**

Kindergarten through grade 6 students enrolled in elementary schools who meet the criteria for hazardous walking pursuant to Section 1006.23, F.S. Grade 6 students attending middle or junior high school may not be counted.

**Membership Category L: Individuals With Disabilities Education Act - Prekindergarten through Grade 12, Weighted**

Note: Weighted ESE student transportation funds may not be claimed for transportation in school district passenger cars or parent-reimbursed private passenger cars. Weighted funding for a transported student with a disability applies only when the student is transported in a school bus (vehicle category B, meeting Florida school bus specifications) and the need for one or more of the specialized services described below is documented on the student's IEP.

Includes prekindergarten through grade 12 students with disabilities who qualify for weighted transportation funding as described herein.

Includes prekindergarten students with disabilities pursuant to Rule 6A-6.03026, F.A.C., regardless of distance, if qualified for weighted funding as described below.

Also includes prekindergarten through grade 12 students with disabilities who are transported from center to center and center to non-center during the day, if qualified for weighted funding as described below, provided at least one designation is a school center and the student's IEP documentation identifies the need for the instructional programs or services and specifies that transportation is to be provided by the school district.

Each student's IEP documentation must contain information that specifies that he or she meets one of the following criteria for specialized transportation services:



1. Medical equipment required. Medical equipment is defined as wheelchair, crutches, walker, cane, tracheotomy equipment, and positioning or unique seating devices.
2. Medical condition that requires a special transportation environment in accordance with a physician's prescription (e.g., tinted windows, dust-controlled atmosphere, or temperature control).
3. Attendant (aide) or monitor required due to disability and specific need of student.
4. Shortened school day required due to disability and specific need of student.
5. School assigned is located in an out-of-district school system.

**Membership Category M: All Other FEFP Transportation Funding-Eligible Students, Unweighted**

Kindergarten through grade 12 students living two miles or more from their assigned school or otherwise eligible for FEFP transportation funding, if not reported in Membership Categories F, G or L.

Includes prekindergarten students with disabilities pursuant to Rule 6A-6.03026, F.A.C., regardless of distance, who do not meet one of the weighted funding criteria listed in Membership Category L.

Includes prekindergarten through grade 12 students with disabilities who are transported from one school center to another, or from one school center to a non-center, and who do not qualify for weighted funding as described in Membership Category L. Requires that at least one designation is a school center and that the student's IEP documentation identifies the need for the instructional programs or services and specifies that transportation is to be provided by the school district.

Includes kindergarten through grade 12 students with disabilities who live less than two miles from school and who do not meet the weighted funding criteria listed in Membership Category L when transportation is required by the student's IEP. If a student's transportation is not required by the IEP documentation, and the student lives fewer than two miles from school, the student is not eligible for state transportation funding and is reported, if transported, in Membership Category N, "Non-FEFP Fundable Prekindergarten through Grade 12 Students."

Includes kindergarten through grade 12 students with disabilities under Section 1011.68(5), F.S., and Rule 6A-1.0451, F.A.C., who are transported in vehicles other than a school bus, when school bus transportation is impractical or unavailable for reasons related to the student's individual needs and circumstances. For such students to be eligible for FEFP transportation funding, such need must be documented in the student's IEP.

Includes grades 6-12 career and technical education and dual enrollment students who are transported from center to center during the day and who do not qualify for weighted funding as described in Membership Category L.

Note: The definition of school center is provided in Section 1011.68(1)(d), F.S.

**Membership Category N: Non-FEFP Fundable Prekindergarten through Grade 12 Students**

Transported students who are not eligible for funding in the FEFP student transportation categorical program. This record may only be entered with Vehicle Category B, school buses. Report all transported students whose homes are fewer than two miles from school, when measured in accordance with Rule 6A-3.001, F.A.C., and who do not qualify under one of the other membership categories. Also, report all transported prekindergarten students who are not eligible to be reported in any other membership category. Report students transported in school buses to programs funded by non-FEFP sources, including grants (e.g., VPK, Head Start, 21st Century Community Learning Centers, Federal Migrant Programs) and private endowments in this category. Please note that category N students will not be used in each district's ABO calculation, pursuant to Section 1011.68(2), F.S.