MEMORANDUM

TO: District School Superintendents

FROM: Suzanne Pridgeon

DATE: June 2, 2023

SUBJECT: June 2022-23 Full-Time Equivalent (FTE) Student Survey Information

Section (s.) 1011.62(1)(a), Florida Statutes (F.S.), requires Florida school districts to report FTE student membership by conducting periodic surveys throughout the school year. The June FTE student survey for the 2022-23 Florida Education Finance Program (FEFP) will be conducted during the week of June 12-16, 2023, and the data from this survey will be used in the final calculation of the 2022-23 FEFP. “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 and is used for reporting the FTE Reported, Course data element.

Please see the attached list of cost factors and program numbers for the 2022-23 fiscal year, and the schedule of reporting deadlines for 2022-23 through 2025-26. Please also refer to the 2022-23 FTE General Instructions for information regarding student eligibility and reporting criteria, and instructions for the Automated Student Information System.

General Information

The system cut-off date for reporting June survey data to be used in the 2022-23 FEFP Final Calculation is Tuesday, August 15, 2023. All database entries must be complete as of this date to be included in the calculation. It is important that validation reports be requested prior to this date and all FTE student data in error be corrected before submitting a certification letter to the Florida Department of Education (department).

The attached form letter, which certifies June 2023 reported FTE student data, must be signed by the superintendent or designee and submitted to the Bureau of School Business Services no later than Friday, August 25, 2023. 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. Once notified of the
availability of certification reports, districts should use FTE Report 05.108 to verify FTE student data recorded in the database for the certification letter. The information in this letter will be compared to the department’s report to ensure that accurate information is used to recalculate FTE student data. 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 Florida Virtual School (FLVS) part-time instruction program, credit recovery in virtual instruction programs, and virtual charter schools may operate for more than the 180-day school year and may report the associated FTE for funding. Instructional programs operating within Florida Department of Juvenile Justice (DJJ) programs and Incompetent to Proceed programs are required to provide 250 days of instruction over 12 months. Students attending residential DJJ facilities are funded for a 240- to 250-day school year. Nonresidential DJJ facilities are funded for a 230- to 250-day school year or the hourly equivalent. 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 or the hourly equivalent, 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 s. 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.); FLVS full-time programs (s. 1002.37(9), F.S.); franchises of FLVS (s. 1002.37(4), F.S.); and FLVS courses delivered on a public school campus (s. 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 Student Education (ESE) Student Record**

With the exception of students in the Family Empowerment Scholarship Program, the FTE student records of students receiving ESE services (FEFP program numbers 111, 112, 113, 254, and 255) must have a matching ESE 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 in 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 programs, and report 71.411 provides data regarding the Florida Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, Early High School Graduation and Dual Enrollment programs. School districts can use these reports to verify the FTE in these programs. For additional information, consult the 2022-23 Student Information System Database Manual.

Please contact Josh Bemis, School Business Services, at Josh.Bemis@fldoe.org or 850-245-0405, or Judy Lenczyk, PreK-12 Education Information Services, at Judy.Lenczyk@fldoe.org or 850-245-0400, if assistance is needed. The signed certification letter should be emailed to James.Andrews@fldoe.org.

SP/ja

Attachments: June 2022-23 FTE Student Certification Letter
Cost Factors and Program Numbers for the 2022-23 Fiscal Year
FTE Reporting Deadlines 2022-23 through 2025-26

cc: District FTE Administrators
District Finance Officers
District Management Information System Directors
District Management Information System Contacts
Mark Eggers, Assistant Deputy Commissioner, Division of Finance and Operations
Li Liu, Bureau Chief, School Business Services
Judy Lenczyk, Education Information Services Manager, PK-12 Education Information Services
Josh Bemis, Educational Policy Director, Office of Funding and Financial Reporting
James Andrews, Educational Policy Consultant, Office of Funding and Financial Reporting
Date: ______________________

Mark Eggers, Assistant Deputy Commissioner
Florida Department of Education
Division of Finance and Operations
Bureau of School Business Services
325 West Gaines Street, Room 814
Tallahassee, Florida 32399-0400

Dear Mr. Eggers:

This letter certifies the reported 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 2022, October 2022, February 2023 and June 2023 surveys for the _________________ County School District. All district schools are represented.

<table>
<thead>
<tr>
<th>Total FEFP Reported PK-12 FTE</th>
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<tbody>
<tr>
<td>Florida Education Finance Program</td>
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<tr>
<td>July 2022 survey totals</td>
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<tr>
<td>October 2022 survey totals</td>
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<tr>
<td>February 2023 survey totals</td>
</tr>
<tr>
<td>June 2023 survey totals</td>
</tr>
</tbody>
</table>

Contact Name: _____________________________  Phone Number: ________________
Email Address: ________________

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 programs. 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 surveys 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 2022-23 Fiscal Year

<table>
<thead>
<tr>
<th>Program/Category</th>
<th>Cost Factors</th>
<th>Program Numbers</th>
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<td>BASIC PROGRAMS</td>
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<td>PreK-3 Basic</td>
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<td>101</td>
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<td>4-8 Basic</td>
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<td>102</td>
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<tr>
<td>9-12 Basic</td>
<td>0.999</td>
<td>103</td>
</tr>
<tr>
<td>PreK-3 Basic with ESE Services*</td>
<td>1.126</td>
<td>111</td>
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<tr>
<td>4-8 Basic with ESE Services</td>
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<td>EXCEPTIONAL STUDENT EDUCATION</td>
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</tbody>
</table>

* Includes Prekindergarten ESE students, if not Level 4 or Level 5.
## APPENDIX A

### Schedule of State Processing Dates

#### 2022-23

| Survey 1 | Survey Week: July 11 – 15, 2022  
Due Date: July 29, 2022  
State Processing: July 25 – September 9, 2022  
Final Update/Amendment Date: September 30, 2022 |
|---|---|

#### 2023-24

| Survey 1 | Survey Week: July 10 – 14, 2023  
Due Date: July 28, 2023  
State Processing: July 24 – September 8, 2023  
Final Update/Amendment Date: September 30, 2023 |
|---|---|

#### 2024-25

| Survey 1 | Survey Week: July 8 – 12, 2024  
Due Date: July 26, 2024  
State Processing: July 22 – September 6, 2024  
Final Update/Amendment Date: September 30, 2024 |
|---|---|

#### 2025-26

| Survey 1 | Survey Week: July 14 – 18, 2025  
Due Date: August 1, 2025  
State Processing: July 28 – September 12, 2025  
Final Update/Amendment Date: September 30, 2025 |
|---|---|