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To access the login site, use the following URL: https://web03.fldoe.org/GrantsReporting/

As shown in Example 1, the following two choices are available for users to log in:

**Returning Users** follow instructions beginning on page 3. *Returning Users* include anyone who registered to use the Florida Department of Education (FDOE) online application system to submit a grant application and/or report grant expenditures in previous fiscal years.

**New Users** follow instructions beginning on page 4.

![Example 1](image)

**NOTE:** Users of the online application must enable a browser cookie to use this system by clicking on the link located at the bottom of the Login screen, *Instructions for cookie settings*, and follow the instructions. If you are asked for a website, enter: fldoe.org. Once you have successfully enabled the required cookie, please restart your browser and return to the login using the web address at the top of this page.

**REGISTRATION – Returning Users**

At the login screen as shown in Example 1, **enter your Login Name and Password** and click on the Log In button to proceed to the next screen.

**NOTE:** *Don’t remember your login name and/or password?* Use the hyperlink, Forgot Password?, located below the login box and follow the instructions on the next screen, as shown in Example 2. An email response will be sent automatically with the data requested. Hint: If response email is not found in Inbox, check in your Junk email for a response.
EXAMPLE 2

Returning Users, click on the hyperlink, **Edit My Profile** to edit/update contact information and select the program for which application is being made. Go to page 5 and follow instructions for **GRANT APPLICATION SYSTEM**.

EXAMPLE 3

**REGISTRATION – New Users**

For New users, enter your three-digit Agency Code in the first field provided.

- **NOTE:** This three-digit Agency Code number is used by the Department to identify fiscal agents and represents the first three digits of the Department of Education’s assigned project number identified on each grant award. See Appendix A of this document for listing of district/agency codes.

Enter your Password, by entering the word “agency” followed by the three-digit agency code for your district/agency, with no space between. For example, *Seminole County School District* would enter: *agency590.*
Once your **Agency Code** and **Password** have been successfully entered, click on the **Continue** hyperlink. Another screen will appear below the login requiring users to select access to the **Grant Application System**.

**GRANT APPLICATION SYSTEM**

**New users** accessing the IDEA application online will select: I am registering for the Grant Application System and **Returning users** will verify that this has been selected.

Then, click the **Continue** hyperlink and scroll down the page to select the **FY 2021-22 IDEA Entitlement** program(s). As data are successfully completed, always SCROLL DOWN the page to view and enter data for the next screen.
EXAMPLE 5

ALL users, returning and new, will select the program(s) for which the FY 2021-22 application is being made, as shown below in Example 6. Then, click Continue hyperlink and scroll down the page to enter the Agency Contact information. The below example shows the 2014-2015 programs have been selected. You will need to select the applications for 2021-22.

EXAMPLE 6

For the next screen as displayed in Example 7, New Users enter the name of the individual responsible for IDEA programs for your district/agency and whose name and mailing address will be printed on the DOE 100 as the primary contact. Primary contact is the individual for whom the FDOE will contact about the application in the event additional information is needed to complete the application for processing.

Enter a login name and password. These will serve as your district/agency’s unique login name and password for accessing the online system for the IDEA programs selected. Retain this information for future access and share with ONLY authorized staff assisting with the preparation of these grants.

NOTE: Returning users will make only necessary edits here! Returning users are NOT required to change the login name and/or password. However, if you choose to change either or both, retain a record of these changes for future access to the system for preparing your local educational agency’s application.
EXAMPLE 7

Select each program for which application is being made. **ALL four boxes must be checked when applying for BOTH Part B and Preschool!** This ensures access to BOTH program requirements and budget(s) when preparing the IDEA entitlement application.

Click the Save button at the bottom of the page, which will activate a new screen showing: **REGISTRATION SUCCESSFUL.** At this point you will be located at the **Main Menu.**

![Image]

**NOTE:** If any data entry errors are detected, a message identifying the fields with errors will appear at the top of the page permitting users to reenter data. Enter SAVE button again to complete registration.

**MAIN MENU**

The Main Menu permits users to access the online application. Users may also view registered user information for your respective district/agency, including editing your profile, as needed.

To access the IDEA application, click on the hyperlink: **Online Grant Applications.**
The next screen, Grant Application Menu, displays the list of programs for which funding was selected (one or both IDEA entitlement programs). Example 9 shows the screen that users view when application is being made for BOTH programs.

Click on the hyperlink: Program Requirements. This will allow users to bypass this screen and proceed directly to the Program Menu, which is the site with ALL forms and narratives required for completing this online application.

Program Menu, as shown below in Example 10, is the site users have full access to all standard grant forms, assurances, and narratives required for completing the IDEA application.

**NOTE:** Applicants should keep track of data entered and saved to ensure all parts of the application have been satisfactorily completed. When ready to electronically submit the application, the system will automatically detect any forms and narratives where data have not been entered using yellow highlighting as shown in Example 18 on page 21.

Additionally, you must Save Often! The system will time you out without notification.
DOE 100 – Set Maximum Budget Amount
First, applicants must click on the hyperlink, DOE 100, which corresponds to each program budget as shown in Example 10. A new screen will appear as shown in Example 11.

ENTER the estimated roll forward amount to be included in the budget and click the SAVE button.

If roll funds are NOT being included in your budget, enter ZERO, then click on the SAVE button.

Click on the hyperlink at the top of the screen to Return to Program Menu. This must be completed for BOTH budgets—Part B and Preschool, as applicable.

Note: The amount of roll funds identified will be automatically calculated and the sum will be identified as the maximum amount for which funds are budgeted on the corresponding DOE 101 budget forms.
DOE 101 – Budget Forms

To prepare your budget, select ONE of the budget hyperlinks from the Program Menu. Budget forms will appear similar to the one shown in Example 1, which identifies the total amount of funds requested with blank line item fields to be entered, including hyperlinks to various reference documents to assist users in the preparation of the grant application. Users should reference the Budget Instructions, by clicking on the hyperlink at the top of the budget form, as well as follow specific instructions for Completing Budget Forms, as shown below.

**NOTE:** To facilitate the application process, to prepopulate the previous year’s budget follow the below instructions:

1. Go to the LEA’s previous budget (DOE 101, Budget for Part B Entitlement or Preschool link).
2. Click on the Go to Data Upload Screen link from the budget page.
3. Click on Download File of your Existing Budget Data.
4. At the bottom of the page on the dialog box, click Open.
5. Once the Microsoft Excel dialog box open, click “Yes”.
6. Save file as a Text (Tab delimited) file.
7. Go to the LEA’s current budget (DOE 101, Budget for Part B Entitlement or Preschool link).
8. Click on the Go to Data Upload Screen link from the budget page.
9. Browse and select the saved file and click upload.
10. At the top of the page, the system tells how many rows were accepted.
Ten blank lines will always follow the last budget entry. When updating the budget for the new fiscal year, in order for data to be SAVED successfully, the **Budget Total** must be less than or equal to the **Funds Requested** amount, which may require deleting or reducing line items at the onset of editing the budget.

**EXAMPLE 12**

The following fields are located on the budget forms and must be completed as follows:

- **Program Set Aside Code** – Select appropriate code for identifying one of the following set-asides:
  - **I-1** – Coordinated Early Intervening Services (CEIS)
  - **I-2** – Proportionate Share
  - **N/A** – Default code when “not applicable”

  **NOTE:** The line item identified as a set-aside must reflect ONLY information appropriate for that type of set-aside. For example, if the line item is identified as **I-1** or **CEIS set-aside**, description for the allocated funds should be applicable activities exclusive to **CEIS**. This is to ensure that the total amount of set-asides for **CEIS** accurately identifies proposed budget for this intended purpose. This same rule applies to all line items coded **I-2** for **proportionate share set-asides**.

- **Function Code** – Enter the appropriate four-digit code. (*Function code* classification identifies the overall purpose of the cost.) For agencies that do not use function codes, please enter “9999” in the function code field.

- **Object Code** – Enter the appropriate three-digit code. (*Object code* classification identifies the type of good or service.) A universal listing of object codes used by districts/agencies may be accessed by clicking on the hyperlink, **View Codes**, in the object code column. This listing also indicates whether an FTE is required for the object code.

  **NOTE:** The title of the object code used HERE will automatically populate the **Account Title and Description** field as the heading once the data have been entered and saved successfully. This is visible when using the **Print or View Budget Data** option.
Alt. desc. – This field may be used when an optional description of the object code is needed. This would be applicable to university and other participating agencies using object codes, which may not be included in the drop-down menu listing object codes (see hyperlink). When titles for the object codes are entered in this field, the titles will be visible in the Account Title and Description field when the Print or View Budget Data option is used. Leave this field blank, if this is not applicable.

Exception to FTE Rule – Use this box to override the requirement for identifying FTEs when certain object codes for personnel have been reported, but the actual cost is NOT a full-time equivalent position. This should ONLY be used when the object code for personnel such as Object Code 100 series or 750 is identified and FTEs are not applicable, i.e., stipends for teachers. Utilizing this exception ensures that an error message does not occur when entering personnel object codes for which FTEs cannot be reported.

Account Title and Description – Enter a description of the goods and services being budgeted. Descriptions should contain sufficient information for reviewers in both the program and grants management offices to determine whether the item meets the general criteria as an allowable cost to the IDEA entitlement program. An allowable cost must be necessary and reasonable for the proper and efficient performance of the program and allocable according to the relative benefits received by the program.

When describing budget items specifically for the IDEA set-asides (CEIS or Proportionate Share), provide ONLY appropriate budget information for that specific set-aside. For example, CEIS items should only benefit interventions for nondisabled students identified at Tier II and Tier III. Comprehensive CEIS may include language that pertains to programs and services benefiting students with disabilities. The same applies to Proportionate Share, to include ONLY descriptions applicable to provision of services for parentally-placed private school students with disabilities. Separate line items must be used for goods or services NOT applicable to the set-aside identified, especially for personnel whose time and effort may be split.

NOTE: To avoid duplication of the object code title in this field, do not type the object code title in this field. These titles will show automatically when using the universal object codes in the system. Users must periodically click on Print or View Budget Data link option to view entered/saved data as it will appear when printed.

FTE – Enter the number of FTEs, if applicable. This applies to only those Object Codes representing personnel. Use the drop-down menu provided for Object Codes to verify whether FTE is required for the object code identified. Leave this field BLANK, if object codes used do not require FTEs identified. See Exception to FTE Rule description, which permits an override of this requirement, when stipends and supplemental pay for personnel are identified.

Amount – Enter the total amount of the line item using ONLY whole numbers. Do not use dollar signs ($) or commas (,) to express the total amount since they are not recognized by the system.

When the line item has been identified as a Set-Aside, the total amount entered in this field should reflect ONLY the amount of funds intended for that Set-Aside. Set-Aside data are automatically calculated with the total amount of set-asides appearing at the bottom of the last budget page. Use the Print or View Budget Data hyperlink to view this when in the budget form.
To navigate the budget page, scroll down the page to review the data one line item at a time. Each line item is numbered as identified in the Count column.

To edit data, move the cursor to the selected line item or field (cell) and revise, deleting any data that is not applicable and entering edits or new data. Using the Tab key also permits users to move from cell to cell (left to right). After making edits to all fields, click on the Save Records button to save data successfully. Records will appear in the budget in numerical order by function and object codes. Save records buttons are located at the top and bottom of each budget form, for user convenience.

To view the budget in a truncated print format, click on the following hyperlink: Print or View Budget Data. To display in full text, then click on the hyperlink: Show. To reverse the display back to the abbreviated version, click on Hide. To continue entering data in the budget, click on the hyperlink: Back to Budget Page.

To enter additional budget items, scroll down the budget form to the first available blank row for entering a line item. Ten blank records will be available following the last SAVED data. Once data are saved successfully, the item will appear in the budget in numerical order by function and object code.

To delete an entire line item, point and click on the Delete box located in the far right hand column of the line item to be deleted. The entire line item will be deleted from the budget once the Save Records button is clicked.

If an error message occurs following the ENTERING and SAVING of data, the error types and locations of those errors will be identified at the top of the budget form. Below are examples of errors that may occur while entering data in the budget form.

If there are any remaining amounts still to be budgeted, the following message will be shown:
Funds Requested: $6,836,744.00 | Budget Total: $4,856,744.00 | Amount Remaining: $1,980,000 (rounded to the nearest dollar)

If the budget entries EXCEED the total funds requested, the following message will be shown:
WARNING: Your budget exceeds the amount of funds requested by: -7,520,000.00

If the object code entered is not a valid code, the following message will be shown:
Data NOT Saved. Correct the following errors and click the 'Save Record' button again:
• Row 1 the Object Code is not valid. It should be 3 or 6 digits. Your value is read as '66'

If the object code entered is a code requiring FTEs entered, the following message will be shown:
Data NOT Saved. Correct the following errors and click the 'Save Record' button again:
• Row 11, for this object code, FTE is required.

To correct any errors, scroll down the budget page to make the necessary changes to the budget. Once all errors have been corrected, click on the Save Records button. The Save Records button will trigger the system to automatically calculate data entered for Set-Asides and line item Amounts.

*NOTE: Using the Back Button will undo the last entry of data in the budget form, requiring reentry of data. Always use the hyperlinks located at the top of the budget page for returning to the last menu executed: Program Menu or Grant Application Menu
Once ALL new records and revisions have been entered on the budget, click on the **Save Records** button located at the top OR the bottom of the page. The following statement will appear on the screen to indicate successful updates: **Data Saved Successfully.**

**Optional Export to Excel file is available for users to save and store each completed budget locally.** Click on the following link: **Export to Excel for Your Records**, located at the top of the budget form when the View/Print option has been selected.

After data have been successfully entered and the total budget equals the total funds requested, click on the hyperlink **Return to Program Menu.**

**OPTIONAL METHOD FOR PREPARING BUDGET**

**To edit data from a separate Excel file,** users may download the data in the budget form. First, users must save these data into an Excel file, then edit the budget according to the specifications, and upload these data into the budget form. Click on the hyperlink: **Go to Data Upload Screen.**

Right click on the hyperlink: **Download File of your Existing Budget Data,** then choose from the menu: **SAVE TARGET AS.** Name and SAVE the file for later access. If data is presently in your budget, data will transfer to the Excel file in the same order as the formatting of the specifications displays (on the screen shot above). Data specifications should be followed exactly. Once data have been edited, **SAVE** these data as a separate **tab delimited** text file format. When ready to upload these data to the appropriate budget, using this site again, click on the Browse button, select the file from your computer using the browser link, when ready for upload, then click on **Upload** button. Click on the hyperlink: **Back to Budget Form** to review the budget for accuracy.

**COMPLETION OF FORMS AND NARRATIVES**

Continue entering data in the forms and narratives as required under **IDEA General and Special Assurances, Permissive Use of Funds,** and **Entitlement Narratives.** Users are responsible for making sure each section is completed.

**Maintenance of Effort Budgetary Data** — Each LEA is required to enter budgetary information regarding the MOE. LEAs are allowed to determine these amounts with the use of local funds or the combination of state and local funds. Additionally, these amounts may be reported as total dollar amounts or on a per capita basis. To meet MOE requirements, the LEA must budget for the education of children with disabilities, at least the same amount as the LEA spent for that purpose from the same source for the most recent fiscal year for which information is available.

Adjustment to Maintenance of Effort (MOE) – Applicants must indicate “Yes” or “No” whether an adjustment to maintenance of effort (MOE) will be taken during the FY 2021-22. If the LEA is reducing its MOE, it must detail the reasons why.

**Coordinated Early Intervening Services (CEIS)** — Any LEA using CEIS funds, whether required or voluntarily, must include detailed information explaining the processes and systems the LEA has or plans to put into place to address issues regarding the disproportionality for which the LEA has been identified. The entirety of the narrative and the corresponding budgets for the CEIS set-aside will be reviewed by Bureau of Exceptional Education and Student Services staff to determine acceptability of the CEIS narratives. Upon the recommendation of the bureau’s staff, the narratives will be accepted or returned to the LEAs for revision. No application will be approved until the narratives have meet bureau standards.
The application also requires the applicant to complete questions and budgetary information designed to assist LEAs in determining if they are required to carry-forward CEIS funds from previous fiscal years.

**Proportionate Share (School Districts ONLY)** – Two separate worksheets are provided for applicants to enter data for calculating the Part B and Preschool proportionate share amounts. The calculation will occur AFTER clicking on the *Save* button. To view the results, return to the **Program Menu** and click on the individual proportionate share worksheet.

**Proportionate Share Expenditures (School Districts ONLY)** – Applicants must also report the proportionate share expenditure amounts for students with disabilities enrolled in private schools for the 2021-22 fiscal year and any funds that were NOT spent, which will be expended in the next fiscal year. A brief narrative describing how funds were expended during the fiscal year is also required. Additional functionality has been added to this page to assist districts in determining the total amount of proportionate share funds that must be budgeted, including the amounts calculated for the proportionate share for which the current application is being submitted and the amount of carry-forward funds that must be added to the calculated amount.

**Support to Charter Schools (School Districts ONLY)** – Applicants must describe how students with disabilities enrolled in charter schools benefit from IDEA funds in the same manner as students with disabilities in their other public schools. “Benefit” of IDEA funds may be services provided by personnel funded through IDEA as well as materials, supplies, and equipment purchased with IDEA funds.

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**GENERAL NAVIGATION TIPS**

- Use the *hyperlinks* at the top of the page for returning back to the **Program Menu** or return to a previous screen. Avoid using the **Back Button**, as this may delete all data entered and saved. Following are hyperlinks appearing at the top of the page for navigating back and forth through the online application system:
  - **Program Menu** – site for access to all forms and narratives to prepare and submit application. This is “home base” for completing your application!
  - **Grant Application Menu** – site for access to DOE 100, budget forms, and program requirements. Click on **Program Requirements** link, which will return users to the **Program Menu**.
  - **Main Menu** – This is the initial site of the **Online Grant System**. To navigate to the **Program Menu**, users will need to click on the **Online Grant Requirements** and then **Program Requirements** for completing the application forms and narratives.

- Users may logout of the system at any time. Just make sure that you have completed the initial registration as a user first, then log back into the system as a “returning user” entering the unique login name and password established during registration.

- To obtain the *Password* registered for your program application, go to the **Login** screen using the link on page 3 of this document and select the hyperlink: *Forgot Password?* At the prompt, enter the email address associated with the account and the password will be sent to the primary contact’s email address. Instructions for obtaining the login name are also located here.
• Users must save data regularly while using the online system. After 20 minutes of inactivity the system will automatically timeout. In the event that a timeout occurs, it is recommended that users reauthorize cookies again from fldoe.org. Follow instructions provided at initial login to the system.

• Server error has occurred, if one of the following messages appears on the screen: 500 Error or Internal Server Error. Users should logoff the system and immediately notify the IDEA grant staff via email at IDEAGrant@fldoe.org. In the event this does occur, every effort will be made to have the system in full operation as soon as possible.

• Browser caches or temporary internet files that your computer holds may clash with any changes users make to the online application. When this occurs, those changes may not be readily visible on the screen since the browser may be caching the previous entry of data. If this persists, you may need to adjust the setting on your browser to ensure that these files are deleted. Please be careful not to select and delete Cookies and All Files. Users may also seek additional assistance from their local IT staff.

PRINTING THE APPLICATION

Step 1: Once all forms and narratives have been completed as listed on the Program Menu, print a copy of the entire application for your files by selecting the button at the bottom of the Program Menu page: Printer friendly format of your application. This will convert all forms and narratives in a print-ready format.

Step 2: Click on the DOE 100 hyperlink to prepare the DOE 100 for printing.

Step 3: Select the IDEA entitlement program for which application is being made. A separate DOE 100 is required if the LEA is submitting BOTH IDEA Part B Entitlement and Preschool application.
Scroll down the screen and review data to ensure ALL fields are correct, including the contact name and address entered when registration was completed.

**Step 4:** Enter the name of the superintendent or agency head in the box provided. Then, click on the Generate Printable Form at the bottom of the page.

**Step 5:** Scroll down the page to view the completed product ready for printing. If any data have been omitted, error messages will appear at the top of the page. Example 15 displays the finished product ready for printing.

Using the PRINT menu on your browser, print a copy of the DOE 100 and obtain the required approval and signature for mailing. To continue printing the next forms, click on the hyperlink: Return to Program Print Menu.
Step 6: Click on the Budget for Part B. Review the budget in print format and proceed to printing the form. Be sure to click on the Show all text option to ensure all text is visible. Budgets with program set-asides will display the total amounts budgeted for each type of set-aside at the bottom of the budget page.

Step 7: Click on the Budget for Part B, Preschool. Review the budget in print format and print as instructed above for Part B.

Step 8: Click on the hyperlink: Check All. This prepares all remaining forms and narratives for printing in continuous form. If you wish to print each section individually, click on each item and print, returning to the program print menu to select the next item on the menu.

- A separate hyperlink, Export to Word, is available for users to save all forms (narratives and assurances) to a Word document. This also allows user to store the documents and modify page breaks for printing.
EXAMPLE 16

**ELECTRONIC SUBMISSION**

**Step 1:** **PROOFREAD** thoroughly all data entered, BEFORE proceeding to the final electronic submission, which sends the data to the Department for processing. Please remember these applications are public records. As such, they are a direct reflection of the LEA’s and SEA’s professionalism.

**Step 2:** When ready to submit the FINAL application to the Department of Education, point and click on the hyperlink located at the bottom of the Program Menu: **Verify & Submit to FDOE.**
**NOTE:** Any forms or narratives for which data have not been entered or boxes checked will be highlighted in yellow, requiring users to return to the Program Menu to complete applicable sections. See Example 18 with yellow highlighted sections which are incomplete. The online system will not permit submission until these areas have been completed.
EXAMPLE 18

Step 3: A new screen will prompt you to click on the final submit button: Submit my data to FDOE

Following this final submission, an email will be sent to FDOE staff documenting completion of your application. A message will appear on the Program Menu identifying the official date submission occurred. Completion of this final step is important, as this date is used to determine the date substantially approvable form or SAF was met.

Once submission of the electronic application has occurred, DO NOT make any further edits to your application unless requested to do so by DOE staff.

To exit the system, click on the hyperlink: Log Out
Eligibility is also contingent upon sending a copy of the signed DOE 100 with an original signature of the superintendent or agency head, to the Department of Education’s Office of Grants Management, which must be submitted ON or BEFORE close of business (5:00 p.m. EDT) July 1, 2021, for a project start date of July 1, 2021 via the ShareFile. Please refer to the Request for Application (RFA) for more specific requirements.

Applications will be processed in the date order received. Priority handling will be given to those applications that have met BOTH requirements first: submitted electronically and DOE 100 received in substantially approvable form (SAF). A program review is conducted FIRST by BEESS staff, followed by a final technical review by Grants Management staff. Staff from either office may contact applicants for further clarification and/or revisions, as appropriate.

❖ NOTE: When requested to make edits, please remember to use the SAVE button to ensure each entry of data was saved. Use the hyperlinks at the top of the screen to move from screen to screen. Once all edits have been entered and saved, LOG OFF the system. Do NOT click on the Verify & Submit to FDOE link, as this may change the date your application was initially submitted.

Should you experience problems logging in to the system or any other technical difficulty, please contact the IDEA grant staff at IDEAGrant@fldoe.org. Contact persons for program and grants management issues are identified in the Request for Application (RFA).
## Agency Codes

<table>
<thead>
<tr>
<th>Code #</th>
<th>District Name</th>
<th>Code #</th>
<th>District Name</th>
</tr>
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<tbody>
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### Lab Schools and Other Agencies

- 015: UF – PK Yonge DRS
- 48C: Florida Virtual School
- 53D: Lake Wales Charter
- 557: Fla. School for the Deaf and the Blind
- 48E: UCP of Florida Charter Schools
- 685: FAMU – DRS
- 371: FSU – DRS
- 687: FAU – DRS
- 708: Dept. of Corrections
- 50D: South Tech Academy