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**CONTACT PERSONS:**

**NAME:** Josh Bemis  
Judy Lenczyk  
**PHONE:** 850-245-0405  
850-245-0400

**MEMORANDUM**

**TO:** District School Superintendents  
**FROM:** Suzanne Pridgeon   
**DATE:** December 2, 2022  
**SUBJECT:** **2022-23 Class Size Reduction Compliance**

[Section 1003.03\(2\), Florida Statutes \(F.S.\)](#), requires the Florida Department of Education (department) to annually calculate class size measures based upon the October full-time equivalent (FTE) student enrollment survey (Survey 2). Compliance with class size maximums will be determined using final Survey 2 data, which will include all amendments made through December 15, 2022. After this date, no further amendments may be made to Survey 2 data.

Section 1003.03(4)(a), F.S., requires a reduction in class size categorical funding for districts and charter schools that are out of compliance with class size requirements. In January 2023, the department will notify school districts regarding the status of their compliance with class size requirements. Shortly after this notification, districts and charter schools will be notified of any reduction in funding. Any district-operated school or charter school that is out of compliance at this time will be required to submit a class size compliance plan by February 1, 2023, that explains the actions the district or charter school will take to ensure compliance by October 2023. A template for the plan will be provided by the department in a future memorandum. A compliance plan for a district-operated school must be certified by the district school board. A charter school's compliance plan must be certified by the charter school's board of directors.

Section 1003.03(4)(c), F.S., authorizes the Commissioner of Education (commissioner) to recommend an alternate reduction amount if there is evidence that class size requirements were not met despite appropriate efforts to do so or because of an extreme emergency. A district or charter school may appeal to the commissioner by submitting evidence documenting why the class size requirements were not met. The appeal should be based on extenuating circumstances, such as, but not limited to, data reporting errors. Extenuating circumstances presented by a district or charter school will be considered on a case-by-case basis. All appeals must be based on final Survey 2 data and submitted to the department after the survey closes on December 15, 2022. As in previous years, appeals on the basis of data reporting errors must be submitted through the department's appeals web application, and all appeals not based on data reporting errors must be submitted through ShareFile. The deadline to submit all appeals and supporting documentation is January 6, 2023. Additional information regarding the appeals process will be provided in January when districts are notified of the October 2022 class sizes.

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

By February 15, 2023, the Legislative Budget Commission may approve an alternate amount of funds from the district's class size reduction categorical allocation. This alternate reduction will include any adjustments for approved appeals, as well as any adjustment for unexpected growth. Upon this approval, the department will notify districts of the alternate reduction and prepare the 2022-23 Class Size Reallocation and Restoration calculation, which will reallocate up to 25 percent of the total reduction to districts and schools that were in compliance with class size requirements. The remaining balance of the reduction funds will be restored to districts and charter schools that were not in compliance with class size requirements, provided they submitted a class size compliance plan by February 1, 2023.

Timeline for Class Size Compliance:

- December 2, 2022 – Memorandum outlining the class size reduction process and timeline for appeals is sent to school superintendents.
- January 2023 – Commissioner notifies districts of the October 2022 class sizes. Appeals process begins for districts and charter schools that are not in compliance with class size requirements. Compliance plans may be submitted to the commissioner.
- January 2023 – Commissioner notifies districts of initial reduction calculation.
- January 6, 2023 – Deadline for notification of appeals and submission of appeals and supporting documentation.
- January 2023 – Review of appeals.
- February 1, 2023 – Deadline for districts' and charter schools' submission of class size compliance plans.
- February 15, 2023 – Deadline for the commissioner's submission of an alternate reduction calculation to the Legislative Budget Commission.
- February–May 2023 – Approval of reduction calculation by the Legislative Budget Commission or enactment of the 2023-24 fiscal year budget, to include language that approves the reduction calculation.
- February–June 2023 – Following approval of the reduction calculation, calculation of reallocations and restorations.

Please call Josh Bemis at 850-245-0405 with questions regarding the class size reduction requirements or calculation, and call Judy Lenczyk at 850-245-0400 with questions regarding class size processing or reports.

SP/jr

cc: District Finance Officers  
District Charter School Directors  
District MIS Directors  
Mark Eggers, Assistant Deputy Commissioner, Division of Finance and Operations  
Li Liu, Bureau Chief, School Business Services  
Josh Bemis, Education Policy Director, Office of Funding and Financial Reporting  
Judy Lenczyk, Education Information Services Manager, PK-12 Education Information Services