

# FLORIDA DEPARTMENT OF EDUCATION



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May 26, 2004

## MEMORANDUM

**TO:** District Superintendents  
District Charter Schools Contacts

**FROM:** Theresa A. Klebacha, Ph.D.

**SUBJECT:** Charter Schools Projected/Actual Enrollments

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The ESE 022 Report of Charter Schools Projected/Actual Enrollments provides the Florida Department of Education with a current account of the new and existing charter schools and charter-pending applicants in each school district. The information contained in this report will be used to: (1) determine the number of charter schools opening in school year 2004-2005; (2) determine the number of charter applicants and their approval status; (3) determine the number of students by school type in order to more accurately budget dollars for capital outlay spending; (4) calculate the capital outlay funding distribution for eligible charters based on actual enrollment figures; and (5) disseminate Department of Education information (i.e., grant applications, etc.) based on school contact information.

In order for a charter school to be eligible for the capital outlay funding allocation, a charter school must have received final approval from its sponsor pursuant to Section 1002.33, Florida Statutes, for operation during that fiscal year and must serve students in facilities that are not provided by the charter school's sponsor.

Data provided on the attached ESE 022 report allows the DOE to calculate and distribute capital outlay funds to charter schools on a monthly basis pursuant to Section 1013.62 (1) (e), Florida Statutes. Additionally, for budget projection purposes, charter school information from districts is required as outlined in the following statutory references:

Section 1002.33(6)(b)(1), Florida Statutes:

- In order to facilitate an accurate budget projection process, a district school board shall be held harmless for FTE students who are not included in the FTE projection due to approval of charter school applications after the FTE projection deadline. In a further effort to facilitate an accurate budget projection, within 15 calendar days after receipt of a charter school application, a district school board or other sponsor shall report to the Department of Education the name of the applicant entity, the proposed charter school location, and its projected FTE.

**THERESA A. KLEBACHA, Ph.D.**

*Executive Director*

*Office of Independent Education and Parental Choice*

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Section 1002.33(b)(4), Florida Statutes:

- For budget projection purposes, the district school board or other sponsor shall report to the Department of Education the approval or denial of a charter application within 10 calendar days after such approval or denial. In the event of approval, the report to the Department of Education shall include the final projected FTE for the approved charter school.

As shown on the attached form, the first report for 2004-2005 is due on **June 10, 2004**. We will need to have a completed report from each district even if your district has no current, new or pending charter schools/applicants. To ensure accuracy a second report is due on **August 22, 2004**. The report, however, may be revised and submitted to the Department as information changes. You may request an electronic version of the attached ESE 022 report form by sending an email to Karen Hines at [Karen.Hines@fldoe.org](mailto:Karen.Hines@fldoe.org).

If there are questions, or if we can help in any manner, please call Karen Bennett at (850) 245-0502 or Suncom 205-0502. Thank you for your cooperation.

TK/kbr

Attachment