

May 28, 2002

CONTACT PERSON

NAME: David Montford
Martha Haynes

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DPBM:

02-97

MEMORANDUM

TO: District School Superintendents

FROM: Wayne V. Pierson

SUBJECT: June 2001-02 FTE Survey

The 2001-02 Florida Education Finance Program June FTE survey will be conducted the week of June 17-21, 2002. The FTE from this survey will be used in the final calculation of the 2001-02 Florida Education Finance Program. Please see the attached schedule of program numbers for FTE reporting. The instructions for conducting the 2001-02 surveys, "FTE General Instructions 2001-02," were forwarded with the July survey memorandum. Please call this office for additional copies.

FTE to be Reported

The 2001-02 FEFP provides funding for the 180-day regular school year for students attending schools that are not juvenile justice facilities. With the exception of Department of Juvenile Justice (DJJ) programs, which are funded through the FEFP, PK-12 courses offered beyond the regular 180-day school year are funded through the Supplemental Academic Instruction Allocation. Summer school programs (with the exception of DJJ educational programs) are not dependent on reported FTE; however, districts are required to continue to report summer school FTE for use by the Department in providing statistical reports. **Do not report FTE for students in after school and Saturday programs.**

Students who participated in the Opportunity Scholarship Program or the John M. McKay Scholarships for Students with Disabilities Program should be reported for .5 FTE in Survey 2 and/or Survey 3 as appropriate. Students who participated in either scholarship program should not be reported in Survey 1 or Survey 4. Specific instructions for entering school and student course information is outlined in Appendix D of the 2001-02 FTE General Instructions.

Exceptional Education Student Record

The Student Course Schedule records reporting FTE of students receiving exceptional education services (FEFP program numbers 111, 112, 113, 254, and 255) must have a matching Exceptional Education Student Record to generate funding under the FEFP.

General Information

Attached are the following:

- Schedule of Program Numbers
- Reporting deadlines
- District FTE certification form letter

The attached form letter, which certifies the July, October, February, and June **fundable** FTE, must be signed by the superintendent or designee and submitted no later than Thursday, July 25, 2002. The July and October survey PK-12 FTE totals provided in the letter must match the PK-12 unweighted FTE totals in the database as provided by the final FTE report, File 05.107, following the system cutoff on Friday, November 9, 2001. The February survey of PK-12 FTE totals provided in the letter must match the PK-12 unweighted FTE totals in the database as provided by the final FTE report, File 05.107, following the system cutoff on Friday, March 8, 2002. If amendments for the July survey were provided by Friday, May 3, 2002, they should also be reflected in the July totals. If amendments for the October and February surveys are provided by Friday, July 19, 2002, they should also be reflected in the October and February FTE totals. **The 2001-02 FEFP provides funding for more than 180 days only for students attending schools that are juvenile justice facilities; therefore, FTE certified in this letter for July and June should be earned in Department of Juvenile Justice (DJJ) programs. This includes DJJ facilities, PACE centers, and Marine Institutes.**

The June survey FTE total provided in the letter must match the PK-12 **fundable** FTE total in the database as provided by the final FTE Report, File 05.107, which will be processed immediately following the system cutoff on Friday, July 19, 2002. **For the October and February surveys, include all FTE with the exception of: (1) Intersession FTE which is identified with a code of "A" on the Year Round/Extended School Year FTE Indicator data element on the Student Course Record format; and (2) Extended school year FTE which is coded with a "B" on the Year Round/Extended School year indicator data element, as this FTE is not funded through the FEFP.**

Report 60.021, Supplemental FTE Data File List, is available upon request by the school district and provides DCF/DJJ, Advanced Placement, and International Baccalaureate FTE by school.

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For additional student information, consult the DOE Information Database Requirements: Volume 1--Automated Student Information Systems Manual.

In the event it is necessary to FAX hard copy data in order to meet any of these deadlines, the following FAX number should be used: (850) 922-6742 or Suncom 292-6742.

Reporting of Classes Provided by the Florida Virtual High School

The student course record for classes provided by the Florida Virtual High School should reflect the in-house teacher as the primary teacher for the course. The secondary teacher should be the teacher from the Florida Virtual High School. It will be the responsibility of the schools allowing students to take online classes to maintain a list of teachers from the Florida Virtual High School and their certifications for the period that their students are participating in the online classes.

FTE for Workforce Development Programs

FTE for Workforce Development Programs is generated by DOE from the elements in Workforce Development Information System (WDIS) records. While not used for 2001-02 program operations funding, this measurement of program service is needed for capital outlay funding and other purposes.

WVP:DGM:bb

Attachments

cc: FTE Administrators
Finance Officers
District MIS Contacts
District Database Contacts

ATTENTION: KAREN JOHNSON

Date: _____
2002

Due Date: July 25,

Fax Number: (850) 922-6742
Suncom: 292-6742

Mr. David Montford
Florida Department of Education
Office of Funding and Financial Reporting
325 W. Gaines Street, Room 824
Tallahassee, Florida 32399-0400

Dear Mr. Montford:

This letter certifies the July, October, February, and June fundable FTE to be used in the Final Calculation of the 2001-02 Florida Education Finance Program (FEFP). The following represents the total in the Department of Education Information Database as indicated by the final FTE report, File 05.107, for the July, October, and February survey periods (adjusted by any amendments) and the June survey period for the _____ County School District. All district schools, as appropriate, are represented.

Total PK-12 Fundable FTE
Florida Education Finance Program

July 2001 survey total	_____
October 2001 survey total	_____
February 2002 survey total	_____
June 2002 survey total	_____

Sincerely,

Signature of Superintendent

DM:bb

Cost Factors and Program Numbers for 2001-02 Fiscal Year

Program/Category	Cost Factors	Program Numbers
<u>BASIC PROGRAMS</u>		
K-3 Basic	1.007	101
4-8 Basic	1.000	102
9-12 Basic	1.113	103
K-3 Basic, with ESE Services*	1.007	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.113	113
<u>EXCEPTIONAL STUDENT EDUCATION</u>		
Support Level 4	3.948	254
Support Level 5	5.591	255
<u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u>		
ESOL	1.265	130
<u>VOCATIONAL 6-12</u>		
Vocational 6-12	1.206	300
<u>WORKFORCE DEVELOPMENT**</u>		
Continuing Workforce Development		340
Vocational Certificate		350
Applied Technology Diploma		360
Apprenticeship		370
Adult General Education		400

* Include Pre-K Exceptional Students, if not Level 4 or Level 5.

** Reported through Workforce Development Information System. Cost factors not applicable.

FTE General Instructions

FTE Reporting Deadlines 2000-01 and 2001-02

2000-01

Survey 1

Survey week: July 17-21, 2000

Due Date: August 4, 2000

State processing: July 31 - September 22, 2000

Final Update/Amendment Date: May 4, 2001

Survey 2

Survey week: October 9-13, 2000

Due Date: October 27, 2000

State processing: October 23 - November 10, 2000

Final Update/Amendment Date: July 27, 2001

Survey 3

Survey week: February 5-9, 2001

Due Date: February 23, 2001

State processing: February 19 - March 9, 2001

Final Update/Amendment Date: November 23, 2001

Survey 4

Survey week: June 18-22, 2001

Due Date: July 6, 2001

State processing: July 2 - July 20, 2001

Final Update/Amendment Date: April 5, 2002

2001-02

Survey 1

Survey week: July 16-20, 2001

Due Date: August 3, 2001

State processing: July 30 - September 21, 2001

Final Update/Amendment Date: May 3, 2002

Survey 2

Survey week: October 8-12, 2001

Due Date: October 26, 2001

State processing: October 22 - November 9, 2001

Final Update/Amendment Date: July 26, 2002

Survey 3

Survey week: February 4-8, 2002

Due Date: February 22, 2002

State processing: February 18 - March 8, 2002

Final Update/Amendment Date: November 22, 2002

Survey 4

Survey week: June 17-21, 2002

Due Date: July 5, 2002

State processing: July 1 - July 19, 2002
Final Update/Amendment Date: April 4, 2003