

CONTACT PERSON

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May 28, 2002

DPBM: 

02-98
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**MEMORANDUM**

TO: District School Superintendents

FROM: Wayne V. Pierson

SUBJECT: June 2001-2002 Transportation Survey

The 2001-2002 Student Transportation June survey will be conducted the week of June 17-21, 2002.

Student Transportation survey reporting requirements for 2001-2002 remain the same as last year. The Automated Student Transportation Survey Information System at Northwest Regional Data Center must be used by all districts to transmit their student transportation information.

The attached 2001-2002 Student Transportation General Instructions provide information concerning student eligibility, reporting criteria, and instructions for on-line data entry. The deadline for transmitting June survey data is July 19, 2002. The attached form letter, which certifies the adjusted membership and the number of buses reported on the data base, is due to this office by July 25, 2002. The information in this letter is compared with the Department's reports to ensure that correct information is used in the transportation funding formula.

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The on-line data entry system will close for approximately three weeks following the transmission deadline for each survey so that our staff may analyze and incorporate this information into the transportation calculation. After this period, the on-line data entry system will re-open and amendments may be entered. Please contact this office if assistance is needed.

WVP:DGM:bb

Attachments

cc: District Finance Officers  
Transportation Directors  
ESE Directors

ATTENTION: MALINDA MOORE

Date: \_\_\_\_\_

Due Date: July 25, 2002  
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 is provided to certify the student transportation information totals in the Automated Student Transportation Survey Information Data Base for the July, October, February, and June surveys for the \_\_\_\_\_ County School District (this information is located on the Browse Screen and represents only eligible membership totals). Zeros are entered below if there were no transported students during the July survey. All district schools, as appropriate, are represented.

	<u>Total Buses</u> (Excluding Intersession)	<u>Total Adjusted Base Students</u>	<u>Total Adjusted ESE Students</u>
July 2001 survey total	_____	_____	_____
October 2001 survey total	_____	_____	_____
February 2002 survey total	_____	_____	_____
June 2002 survey total	_____	_____	_____

Sincerely,

\_\_\_\_\_  
*Signature of Transportation Director or Designee*

DM:bb

## **Reporting Deadlines 1999-2000 and 2000-2001**

### **1999-2000**

#### Survey 1

Survey week: July 12-16, 1999

Due Date: September 17, 1999

Final Update/Amendment Date: April 28, 2000

#### Survey 2

Survey week: October 11-15, 1999

Due Date: November 12, 1999

Final Update/Amendment Date: July 28, 2000

#### Survey 3

Survey week: February 7-11, 2000

Due Date: March 10, 2000

Final Update/Amendment Date: November 24, 2000

#### Survey 4

Survey week: June 19-23, 2000

Due Date: July 21, 2000

Final Update/Amendment Date: April 6, 2001

### **2000-2001**

#### Survey 1

Survey week: July 17-21, 2000

Due Date: September 22, 2000

Final Update/Amendment Date: May 4, 2001

#### Survey 2

Survey week: October 9-13, 2000

Due Date: November 10, 2000

Final Update/Amendment Date: July 27, 2001

#### Survey 3

Survey week: February 5-9, 2001

Due Date: March 9, 2001

Final Update/Amendment Date: November 23, 2001

#### Survey 4

Survey week: June 18-22, 2001

Due Date: July 20, 2001

Final Update/Amendment Date: April 5, 2002