

# FLORIDA DEPARTMENT OF EDUCATION



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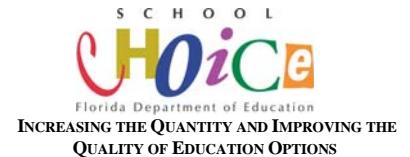
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**August 4, 2005**

## MEMORANDUM

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

**FROM:** Steven Adams  
Charter School Director

**RE: CHARTER SCHOOLS PROJECTED/ACTUAL ENROLLMENTS**

The ESE 022 report 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 2005-2006; (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, conference information, 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.

VIRGINIA GENTLES  
Executive Director  
*Office of Independent Education and Parental Choice*

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 F. S.1013.62 (3) (e). Additionally, for budget projection purposes, charter school information from districts is required as outlined in the following statute references:

F. S. 1002.33(6)(b)(1)

- 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 projections deadline. In a further 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.

F. S. 1002.33(b)(4)

- For budget projection purposes, the district school board or other sponsor shall report to the Department 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 must include the final projected FTE for the approved charter school.

We will need to have a completed report from each district even if your district has no current, new or pending charter schools/applicants, simply write none across the form. This report is due on **August 26, 2005**. You may request an electronic version of the attached ESE 022 report form by sending an email to Karen Hines-Henry at Karen.Hines@fldoe.org.

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

Attachment: ESE 022

Return completed original to:  
 Office of Independent Education  
 and Parental Choice  
 Florida Department of Education  
 325 West Gaines Street, Room 522  
 Tallahassee, Florida 32399-0400  
 (850) 245-0502, SunCom 205-0502

**FLORIDA DEPARTMENT OF EDUCATION  
 CHOICE OFFICE**

**CHARTER SCHOOLS PROJECTED/ACTUAL ENROLLMENTS  
 2005 – 2006**

(Instructions on Reverse Side)

**DISTRICT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

- (1) Submission:**  Revision/Update - # \_\_\_ / \_\_\_ / \_\_\_  
 Deadline – August 26, 2005

Status Code (2)	SY Open (3)	C/ SDF and Facility Number (4)	Name and Address of Charter School (5)	School Number (6)	Grade Levels (7)	Projected/Actual Enrollment				School Contact Name and E-Mail Address (12)	Mailing Address (13)	Telephone and Fax Numbers (14)
						Elem. (8)	Middle (9)	High (10)	Total (11)			

**(15) I certify that to the best of my knowledge this report is true and correct in all respects and that records are available to support this report.**

Submitted By: \_\_\_\_\_  
 Name (Please Print or Type)

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature

ESE 022  
 Exp. 05/31/02

John Winn, Commissioner  
 Florida Department of Education



# CHARTER SCHOOLS PROJECTED/ACTUAL ENROLLMENTS 2005 – 2006

## INSTRUCTIONS

**PURPOSE** - This report is to provide the Department of Education with a current account of the new and existing charter schools and charter-pending applicants in the district. The information contained in this report will be used to: (1) determine the number of charter schools opening in 2005-2006; (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.

*\*Note: 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.*

**ITEM (1) – SUBMISSION** – Indicate whether this report is for the listed submission deadline dates or a revision/update (which only includes additions, deletions, and changes). For reports that are revised indicate revision number as follows: # (last two digits in the fiscal year)/(revision number in that fiscal year). Example: # 02/002 indicating that for fiscal year ending 2002 this is the twenty-second revision.

**COLUMN (2) – STATUS CODE** – For currently operating charter schools, indicate “N/A”. For charter applicants, new charters, and charter changes indicate one of the following codes:

1 Application Submitted/Pending Review	5 Application Initially Denied/Pending Appeal	9 Charter Not Renewed or Charter Terminated/Pending Appeal
2 Application Approved/Pending Charter Negotiations	6 Application Denied/Final Action	10 Charter Not Renewed or Charter Terminated/Final Action
3 Application Approved/Charter Approved	7 Application Withdrawn by Applicant	11 Other – Indicate _____
4 Application Approved/Charter Denied	8 Application Withdrawn by District	12 Other – Indicate _____

**COLUMN (3) – SY OPEN** – (School Year Opening or Opened) For currently operating charters, indicate the school year that the charter school opened. For charter applicants and new charters, indicate, with reasonable certainty, the school year that the schools will be opening. Example: 01/04

**COLUMN (4) – C/SDF** – Indicate a “C” for those schools that are conversion charter schools and indicate “SDF” for those charters that are operating in a school district facility. Leave blank if neither “C” or “SDF” apply. A Facility Number identifies the actual school district facility and the facility location in FISH.

**COLUMN (5) – NAME AND ADDRESS OF CHARTER SCHOOL** – Indicate the name of all new and currently operating charter schools or the name of charter school applicants.

**COLUMN (6) – SCHOOL NUMBER** – Indicate the district-assigned school number.

**COLUMN (7) – GRADE LEVELS** – Indicate the range of current grade levels that the school will serve in the 2004-2005 school year. (Example: K-5, K-8)

**COLUMN (8-10) – ELEM./MIDDLE/HIGH** – Actual enrollment of all charters currently operating should be reported. Good faith projections are to be reported for charter applicants and new charters not yet opened. In the case of an overlap in a school’s grade level, actual enrollment must be separated and reported within the given categories. Example: Charter school X’s grade level = K-8, therefore, enrollment has to be indicated for those students to be served in the elementary school grades and the middle school grades as follows:

Elem: Grades Prekindergarten through 5  
Middle: Grades 6-8  
Grades 9-12

**COLUMN (11) – TOTAL** – Enrollment totals should equal the added numbers in Columns 8-10 when added together.

**COLUMNS (12-14)** – Provide school contact information as indicated.

**COLUMN (15) – CERTIFICATION STATEMENT** – By signature of an authorized person, the information in this report is accurate as of the date indicated on the report.