FLORIDA DEPARTMENT OF EDUCATION

STATE BOARD OF EDUCATION

F. PHILIP HANDY, *Chairman*

T. WILLARD FAIR, *Vice Chairman*

Members

DONNA G. CALLAWAY

JULIA L. JOHNSON

ROBERTO MARTÍNEZ

PHOEBE RAULERSON

LINDA K. TAYLOR

John L. Winn
Commissioner of Education

CONTACT PERSONS
NAME: Keith Neel
Ruth Jones
PHONE: (850) 245-0405
(850) 245-0400
SUNCOM: 205-0405
205-0400
COEFO: **06-05**

MEMORANDUM

DATE August 29, 2005

TO: District School Superintendents

FROM: Linda Champion

SUBJECT: July 2005-06 FTE Survey Information and 2005-06 FTE General Instructions

This document is intended to assist school districts in the reporting of full-time equivalent (FTE) students as required by Section 1011.62(1)(a), Florida Statutes. Through this communication and other technical assistance, the Florida State Board of Education is meeting its goal of delivering quality services in the education of Florida's student population in one seamless, efficient system.

The 2005-06 Florida Education Finance Program (FEFP) July FTE survey was conducted the week of July 11-15, 2005. The FTE from this survey will be used in the third calculation of the 2005-06 FEFP. The attached FTE reporting instructions include a synopsis of changes for 2005-06, a list of current program numbers with appropriate cost factors, the July FTE certification form letter, and a schedule of reporting deadlines through 2007-08.

"Date certain" for all schools in all school districts will always be Friday of survey week. "Date certain" is the specific time for setting the student's schedule on the local student course record. It is used for reporting the "FTE Earned, Course" data element.

FTE to be Reported

The 2005-06 FEFP provides funding for the 180-day regular school year used by all schools except for Department of Juvenile Justice (DJJ) facilities and the Florida Virtual School (FVS). With the exception of DJJ facilities and the FVS, PK-12 courses offered beyond the regular school year are funded through the Supplemental Academic Instruction allocation. Although funding for such courses is not dependent on reported FTE, districts are still required to report summer non-funded FTE in the Automated Student Information System to allow the creation of associated statistical reports.

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.

***(NEW) Classroom Identification, Florida Inventory of School Houses (FISH) Number

Beginning with survey 2 of 2005-06, in order to generate funding under the FEFP, each teacher course record for courses taught in a school district classroom must contain a valid classroom identification FISH number that matches a number on the Florida Inventory of School Houses file.

General Information

Please refer to the attached FTE General Instructions 2005-06 for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. The system cut-off date for reporting July survey data is Friday, September 16, 2005. All database input must be complete as of this date. The attached form letter, which certifies the July **fundable** FTE, must be signed by the superintendent or designee and submitted no later than Thursday, September 22, 2005. The FTE survey unweighted funded FTE totals provided in this letter must match the totals reported in the database as of the system cut-off date. Districts may use FTE report 05.107 to verify FTE recorded in the database for use in the certification letter. The information in this letter will be compared with the Department's report to ensure that accurate information is used in the FEFP funding formula. **Please note that only fundable FTE should be reported in the FTE certification letter.**

The 2005-06 FEFP provides funding for more than 180 days only for students attending DJJ facilities and for successful completion of direct instruction courses from the FVS. Therefore, the only fundable FTE presented in the FTE certification letter for the July

survey should be for students attending DJJ facilities, which include Practical Academic Cultural Education (PACE) Centers for Girls and Marine Institutes, and students successfully completing direct instruction courses from the FVS.

For funding purposes, districts may not report summer FTE for franchises of the Florida Virtual School.

Section 1011.62(7), Florida Statutes, states in part, "If a district transfers a program to another institution not under the authority of the district's school board, including a charter technical career center, the decline [in FTE] is to be multiplied by a factor of 0.15." Please notify the Office of Funding and Financial Reporting if this situation occurs in your district.

Depending on the requirements of a school district, Report 60.021, "Supplemental FTE Data File List," is available upon request. This report provides Department of Children and Families, Department of Juvenile Justice, Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education FTE by school. School districts can use this report to verify the FTE in these programs.

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

Please contact Karen Johnson (Office of Funding and Financial Reporting) at (850) 245-0405 or Ruth Jones (Education Information and Accountability Services) at (850) 245-0400 if assistance is needed.

If it is necessary to fax hard copy data to meet any of the above deadlines, please use the following fax numbers: (850) 245-9135 or Suncom 205-9135.

LC:KN:at

ATTENTION: KAREN JOHNSON

Due Date: September 22, 2005

Date: _____

Fax Number: (850) 245-9135
Suncom: 205-9135

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

Dear Mr. Neel:

This letter is provided to certify the fundable PK-12 FTE totals in the Department of Education Information Database as indicated by the final FTE report, File 05.107, for the July survey for the _____ County School District. All appropriate schools are represented.

	Total FEFP Fundable PK-12 FTE Florida Education Finance Program
July 2005 survey total	_____

Please Note: For all districts other than the Florida Virtual School, only Department of Juvenile Justice (DJJ) FTE are fundable in surveys 1 and 4.

Sincerely,

_____
Signature of Superintendent

KN:gt

Cost Factors and Program Numbers for 2005-06 Fiscal Year

Program/Category	Cost Factors	Program Numbers
BASIC PROGRAMS		
K-3 Basic	1.018	101
4-8 Basic	1.000	102
9-12 Basic	1.113	103
K-3 Basic, with ESE Services*	1.018	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.113	113
EXCEPTIONAL STUDENT EDUCATION		
Support Level 4	3.818	254
Support Level 5	5.190	255
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES		
ESOL	1.318	130
CAREER EDUCATION		
Career Education 9-12	1.193	300

* Include Prekindergarten Exceptional Students, if not Level 4 or Level 5.