

# FLORIDA DEPARTMENT OF EDUCATION



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## MEMORANDUM

**DATE:** September 1, 2006

**TO:** District School Superintendents

**FROM:** Linda Champion

**SUBJECT:** July 2006-07 FTE Survey Information and  
2006-07 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 Department of Education is meeting its goal of delivering quality services in the education of Florida's student population in one seamless, efficient system.

The 2006-07 Florida Education Finance Program (FEFP) July FTE survey was conducted the week of July 10-14, 2006. The FTE from this survey will be used in the third calculation of the 2006-07 FEFP. The attached FTE reporting instructions include a synopsis of changes for 2006-07, a list of current program numbers with appropriate cost factors, the July FTE certification form letter, and a schedule of reporting deadlines through 2009-10.

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

**“Date certain” for all schools in all school districts is 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 2006-07 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, Juveniles Incompetent to Proceed (JITP) programs 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.

### **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 2006-07 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 15, 2006. 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 21, 2006. 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 2006-07 FEFP provides funding for more than 180 days only for students attending DJJ facilities, for students enrolled in JITP programs 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; for students enrolled in JITP programs and students successfully completing direct instruction courses from the FVS.**

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**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.

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, Advanced International Certificate of Education, and High School Algebra Supplemental 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 call 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 documentation to meet any of the above deadlines, please use the following fax numbers: (850) 245-9135 or Suncom 205-9135.

LC:KN:th

Attachments

ATTENTION: KAREN JOHNSON

**Due Date: September 21, 2006**

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

Fax Number: (850) 245-9135  
Suncom Fax: 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 2006 survey total \_\_\_\_\_

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

Sincerely,

\_\_\_\_\_  
*Signature of Superintendent*

KN:bj

## Cost Factors and Program Numbers for 2006-07 Fiscal Year

<b>Program/Category</b>	<b><u>Cost Factors</u></b>	<b><u>Program Numbers</u></b>
<b><u>BASIC PROGRAMS</u></b>		
K-3 Basic	1.035	101
4-8 Basic	1.000	102
9-12 Basic	1.088	103
K-3 Basic, with ESE Services*	1.035	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.088	113
<b><u>EXCEPTIONAL STUDENT EDUCATION</u></b>		
Support Level 4	3.734	254
Support Level 5	5.201	255
<b><u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u></b>		
ESOL	1.275	130
<b><u>CAREER EDUCATION</u></b>		
Career Education 9-12	1.159	300

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

**Student Transportation  
Reporting Deadlines 2006-07 through 2009-10**

**2006-07**

Survey 1

Survey Week: July 10-14, 2006  
Due Date: July 28, 2006  
State Processing: July 24-September 15, 2006  
Final Update/Amendment Date: April 27, 2007

Survey 2

Survey Week: October 9-13, 2006  
Due Date: October 27, 2006  
State Processing: October 16-November 10, 2006  
Final Update/Amendment Date: July 27, 2007

Survey 3

Survey Week: February 5-9, 2007  
Due Date: February 23, 2007  
State Processing: February 12-March 9, 2007  
Final Update/Amendment Date: November 16, 2007

Survey 4

Survey Week: June 11-15, 2007  
Due Date: June 29, 2007  
State Processing: June 25-July 13, 2007  
Final Update/Amendment Date: March 28, 2008

**2007-08**

Survey 1

Survey Week: July 9-13, 2007  
Due Date: July 27, 2007  
State Processing: July 23-September 14, 2007  
Final Update/Amendment: April 25, 2008

Survey 2

Survey Week: October 8-12, 2007  
Due Date: October 26, 2007  
State Processing: October 15-November 9, 2007  
Final Update/Amendment Date: July 25, 2008

Survey 3

Survey Week: February 4-8, 2008  
Due Date: February 22, 2008  
State Processing: February 11-March 7, 2008  
Final Update/Amendment Date: November 21, 2008

Survey 4

Survey Week: June 9-13, 2008  
Due Date: June 27, 2008  
State Processing: June 23-July 11, 2008  
Final Update/Amendment Date: March 27, 2009

**2008-09**

Survey 1

Survey Week: July 14-18, 2008  
Due Date: August 1, 2008  
State Processing: July 28-September 19, 2008  
Final Update/Amendment Date: May 1, 2009

Survey 2

Survey Week: October 13-17, 2008  
Due Date: October 31, 2008  
State Processing: October 20-November 14, 2008  
Final Update/Amendment Date: July 31, 2009

Survey 3

Survey Week: February 9-13, 2009  
Due Date: February 27, 2009  
State Processing: February 16-March 13, 2009  
Final Update/Amendment Date: November 27, 2009

Survey 4

Survey Week: June 8-12, 2009  
Due Date: June 26, 2009  
State Processing: June 22-July 10, 2009  
Final Update/Amendment Date: March 26, 2010

**2009-10**

Survey 1

Survey Week: July 13-17, 2009  
Due Date: July 31, 2009  
State Processing: July 27-September 18, 2009  
Final Update/Amendment: April 30, 2010

Survey 2

Survey Week: October 12-16, 2009  
Due Date: October 30, 2009  
State Processing: October 19-November 13, 2009  
Final Update/Amendment Date: July 30, 2010

Survey 3

Survey Week: February 8-12, 2010  
Due Date: February 26, 2010  
State Processing: February 15-March 12, 2010  
Final Update/Amendment Date: November 26, 2010

Survey 4

Survey Week: June 14-18, 2010  
Due Date: July 2, 2010  
State Processing: June 28-July 16, 2010  
Final Update/Amendment Date: April 1, 2011