

FLORIDA DEPARTMENT OF EDUCATION



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COEFO: 07-07

MEMORANDUM

DATE: October 3, 2006
TO: District School Superintendents
FROM: Linda Champion
SUBJECT: October 2006-07 FTE Survey Information

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 high quality services for the education of Florida's student population within one seamless, efficient system.

The 2006-07 Florida Education Finance Program (FEFP) October FTE survey will be conducted the week of October 9-13, 2006. The FTE from this survey will be used in the third calculation of the 2006-07 FEFP. Please see the attached schedule of program numbers for FTE reporting.

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, Juveniles Incompetent to Proceed (JITP) programs, and the Florida Virtual School (FVS). With the exception of DJJ facilities, JITP Programs, 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 so associated statistical reports can be created.

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 Florida Inventory of School Houses (FISH) number that matches a number on the FISH file.

General Information

Please refer to the [2006-07 FTE General Instructions](#) on-line for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. The system cut-off date for reporting October survey data is Friday, November 10, 2006. All database input must be complete as of this date. The attached form letter, which certifies the July and October **fundable** FTE, must be signed by the District School Superintendent or Designee and submitted no later than Thursday, November 16, 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. **Districts should run these reports after the system cut-off date to assure all FTE updates are included in the totals documented on 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; students enrolled in JITP programs; 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.

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: November 16, 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 certifies the July and October fundable unweighted FTE to be used in the Third Calculation of the 2006-07 Florida Education Finance Program. The following data represent the totals in the Department of Education Database as of the system cut-off date (November 10, 2006). These totals were verified from the final FTE report 05.107 for the July and October survey periods (adjusted by any amendments). All appropriate schools are represented for the _____ County School District.

Total FEFP Fundable PK-12 FTE
Florida Education Finance Program

July 2006 survey total _____

October 2006 survey total _____

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

Sincerely,

Signature of District School Superintendent or Designee

KN:th

Cost Factors and Program Numbers for 2006-07 Fiscal Year

Program/Category	<u>Cost Factors</u>	<u>Program Numbers</u>
<u>BASIC PROGRAMS</u>		
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
<u>EXCEPTIONAL STUDENT EDUCATION</u>		
Support Level 4	3.734	254
Support Level 5	5.201	255
<u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u>		
ESOL	1.275	130
<u>CAREER EDUCATION</u>		
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