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MEMORANDUM

DATE: January 26, 2007

TO: District School Superintendents

FROM: Linda Champion

SUBJECT: February 2006-07 Transportation Survey

This document is intended to assist school districts in providing safe and efficient transportation services to Florida's student population. Through this and other types of assistance, the Office of Funding and Financial Reporting supports the mission of Florida's K-20 education system to increase the proficiency of all students within one seamless, efficient system.

The February 2006-07 student transportation survey will be conducted the week of February 5-9, 2007. The Automated Student Information System (student transportation format) will be used by all districts to transmit their February student transportation information.

Please refer to the 2006-07 Student Transportation General Instructions on-line at http://www.firn.edu/doe/fefp/trans.htm for information regarding student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. A list of the reporting deadlines is attached for your convenience. The **due date** for initial full submission of February survey data is Friday, February 23, 2007. Any corrections or revisions to this data must be addressed prior to Friday, March 9, 2007, the **system cut-off date**. The attached form letter, which certifies the adjusted student membership and the number of buses reported on the database, must be signed by the District School Superintendent or designee and submitted no later than Thursday, March 15, 2007. The February student transportation information provided in this letter must match that reported in the database as of the system cut-off date. **Districts may use Transportation Report F63499 or F70092 to verify adjusted membership and bus information recorded in the database for use in the certification letter. Please note that these reports should be run after the system cut-off date.** The information in this letter will be compared with the Department's report to ensure that accurate information is used in the transportation funding formula.

In order to assist in identifying possible reporting errors in the student transportation file, a new report (F70755) has been created that is available through the Reports for Request menu on the CICS system at North West Regional Data Center (NWRDC) – Project = GQ. This report presents the changes in the reported transported membership data since the previous transportation funding calculation. The data items indicated as changing 5 percent or more represent potential data errors.

Please contact Brent Jones (Office of Funding and Financial Reporting) at (850) 245-0405, Herman Carter (School Transportation) at (850) 245-9795, or Nada Stauffer (Education Information and Accountability Services) at (850) 245-0400 if assistance is needed.

LC:DM:bj

Attachments

ATTENTION: Brent Jones

Certification Letter Due Date: March 15, 2007

Date: _____

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

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 certifies the student transportation information totals in the Automated Student Transportation Survey Information Database for the July, October, and February surveys for the _____ School District. Zeros entered below indicate that there were no transported students during the July survey. All district schools, as appropriate, are represented.

	Total Buses (Excluding Intersession)	Total Adjusted Base Students	Total Adjusted ESE Students
July 2006 survey total	_____	_____	_____
October 2006 survey total	_____	_____	_____
February 2007 survey total	_____	_____	_____

Sincerely,

_____

Signature of District School Superintendent or designee

LC:DM:bj

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