FLORIDA DEPARTMENT OF EDUCATION

STATE BOARD OF EDUCATION

T. WILLARD FAIR, *Chairman*

Members

DONNA G. CALLAWAY

DR. AKSHAY DESAI

ROBERTO MARTÍNEZ

PHOEBE RAULERSON

KATHLEEN SHANAHAN

LINDA K. TAYLOR

Jeanine Blomberg
Commissioner of Education

Just Read, Florida!

CONTACT PERSONS

NAME:	Brent Jones
	Karen Johnson
	Ruth Jones
PHONE:	(850) 245-0405
	(850) 245-0400
SUNCOM:	205-0405
	205-0400
COEFO:	08-12

MEMORANDUM

DATE October 29, 2007

TO: District School Superintendents

FROM: Linda Champion

SUBJECT: October 2007-08 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 quality services in the education of Florida's student population in one seamless, efficient system.

The 2007-08 Florida Education Finance Program (FEFP) October FTE survey was conducted the week of October 8-12, 2007. The FTE from this survey will be used in the third calculation of the 2007-08 FEFP. Please see the attached schedule of Cost Factors and Program Numbers for 2007-08 Fiscal Year numbers for FTE reporting.

"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 2007-08 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 and Reading allocations. 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 that associated statistical reports can be generated.

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

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 FISH file.

General Information

Please refer to the attached FTE General Instructions 2007-08 for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. The system cutoff date for reporting October survey data is Friday, November 9, 2007. 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 15, 2007. The FTE survey unweighted funded FTE totals provided in this letter must match the totals reported in the database as of the system cutoff 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 cutoff 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 2007-08 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 for 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(8), 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:jj

Attachments

ATTENTION: KAREN JOHNSON

Due Date: November 15, 2007

Date: _____

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

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

Dear Mr. Jones:

This letter certifies the July and October fundable unweighted FTE to be used in the Third Calculation of the 2007-08 Florida Education Finance Program. The following data represent the totals in the Department of Education Database as of the system cutoff date (November 9, 2007). 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 2007 survey total	_____
October 2007 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 District School Superintendent or designee

Cost Factors and Program Numbers for 2007-08 Fiscal Year

Program/Category	Cost Factors	Program Numbers
BASIC PROGRAMS		
K-3 Basic	1.048	101
4-8 Basic	1.000	102
9-12 Basic	1.066	103
K-3 Basic, with ESE Services*	1.048	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.066	113
EXCEPTIONAL STUDENT EDUCATION		
Support Level 4	3.625	254
Support Level 5	5.062	255
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES		
ESOL	1.200	130
CAREER EDUCATION		
Career Education 9-12	1.119	300

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

FTE
Reporting Deadlines 2007-08 through 2010-11

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

2010-11

Survey 1
Survey Week: July 12-16, 2010
Due Date: July 30, 2010
State Processing: July 26-September 17, 2010
Final Update/Amendment: April 29, 2011

Survey 2
Survey Week: October 11-15, 2010
Due Date: October 29, 2010
State Processing: October 18-November 12, 2010
Final Update/Amendment Date: July 29, 2011

Survey 3
Survey Week: February 7-11, 2011
Due Date: February 25, 2011
State Processing: February 14-March 11, 2011
Final Update/Amendment Date: November 25, 2011

Survey 4
Survey Week: June 13-17, 2011
Due Date: July 1, 2011
State Processing: June 27-July 15, 2011
Final Update/Amendment Date: March 30, 2012