

October 1, 2002

CONTACT PERSON

NAME: David Montford  
Karen Johnson

PHONE: (850) 488-5142

SUNCOM: 278-5142

CFO:

03-24

**MEMORANDUM**

TO: District School Superintendents

FROM: Wayne V. Pierson

SUBJECT: Estimated June 2003 Department of Juvenile Justice (DJJ)  
Unweighted FTE (Survey 4)

The third calculation of the 2002-03 Florida Education Finance Program requires an estimate of June 2003 Department of Juvenile Justice (DJJ) unweighted full-time equivalent students (UFTE) by school, program, and grade. The July 2002 DJJ UFTE (from Survey 1) will serve as your district's estimated June 2003 DJJ UFTE, unless a better estimate can be provided.

1. If an estimate is being provided, the attached copy of Form ESE 135 should be completed for **each school** by Friday, November 8, 2002.
2. The attached form letter, which certifies the estimated June 2003 DJJ total, must be signed by the superintendent or designee and submitted no later than Friday, November 8, 2002. If the July 2002 DJJ UFTE is to be used as your district's estimated June 2003 DJJ UFTE, or if you anticipate zero DJJ UFTE for June, a letter which certifies the total UFTE is still required. Submitted UFTE will be balanced to the total certified in the letter.

For districts that submit data after the November 8 deadline, the July 2002 DJJ UFTE will be used as the estimated June 2003 DJJ UFTE.

CFO 03-24  
October 1, 2002  
Page 2

In the event it is necessary to fax the data in order to meet the November 8 deadline, the following fax number should be used: (850) 922-6742, or SunCom 292-6742. Please direct the fax to Karen Johnson, and call this office to verify receipt.

WVP:DGM:bb

Attachments

cc FTE Administrators  
MIS Contacts  
Finance Officers  
Student Data Base Contacts

ATTENTION: KAREN JOHNSON

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

Due Date: November 8, 2002

Fax Number: (850) 922-6742

SunCom: 292-6742

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 is provided to certify the estimated June 2003 Department of Juvenile Justice (DJJ) FTE to be used in the Third Calculation of the 2002-03 Florida Education Finance Program (FEFP) for the \_\_\_\_\_ County School District. All DJJ schools are represented.

The district's estimated June 2003 DJJ FTE is \_\_\_\_\_ (fill in total district FTE amount):

1. \_\_\_\_\_ is the same as the reported July 2002 FTE, or
2. \_\_\_\_\_ has been revised by the attached copy of form ESE 135, School Funding Certification.

Person completing this form \_\_\_\_\_

Phone Number \_\_\_\_\_

Sincerely,

Superintendent

DM:bb