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NAME:	Keith Neel
	Ronnie McCallister
	Ruth Jones
PHONE:	(850) 245-0405
	(850) 245-9795
	(850) 245-0400
SUNCOM:	205-0405
	205-9795
	205-0400
COEFO:	**06-09**

M E M O R A N D U M

DATE: September 20, 2005

TO: District School Superintendents

FROM: Linda Champion

SUBJECT: October 2005-06 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 October 2005-06 student transportation survey will be conducted the week of October 10-14, 2005. The Automated Student Information System (student transportation format) will be used by all districts to transmit their October student transportation information.

LINDA CHAMPION
ASSISTANT DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

Please refer to the 2005-06 Student Transportation General Instructions on-line at http://www.firn.edu/doe/fefp/trans.htm for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. A copy of the reporting deadlines is also attached for your convenience. The system cut-off date for reporting October survey data is Friday, October 28, 2005. All database input must be complete as of this date. The attached form letter, which certifies the adjusted membership and the number of buses reported on the database, must be signed by the District School Superintendent and submitted no later than Thursday, November 17, 2005. The October student transportation information provided in this letter must match that reported in the database as of the system cut-off date. Districts may utilize transportation report F63499 or F70092 to verify adjusted membership and bus information 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 transportation funding formula.

Please contact Jennifer Seifert (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:KN:at

Attachments

ATTENTION: JENNIFER SEIFERT
Due Date: November 17, 2005

Date: _____

Fax Number: (850) 245-9135
Suncom: 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 student transportation information totals in the Automated Student Transportation Survey Information Database for the July and October surveys for the_____ School District. Zeros are entered below if 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 2005 survey total	_____	_____	_____
October 2005 survey total	_____	_____	_____

Sincerely,

_____
Signature of District School Superintendent

KN:at

Student Transportation
Reporting Deadlines 2004-05 and 2005-06

2004-05

Survey 1
Survey Week: July 12-16, 2004
Due Date: July 30, 2004
State Processing: July 26-September 17, 2004
Final Update/Amendment Date: April 29, 2005

Survey 2
Survey Week: October 11-15, 2004
Due Date: October 29, 2004
State Processing: October 25-November 12, 2004
Final Update/Amendment Date: July 29, 2005

Survey 3
Survey Week: February 7-11, 2005
Due Date: February 25, 2005
State Processing: February 21-March 11, 2005
Final Update/Amendment Date: November 18, 2005

Survey 4
Survey Week: June 13-17, 2005
Due Date: July 1, 2005
State Processing: June 27-July 15, 2005
Final Update/Amendment Date: March 31, 2006

2005-06

Survey 1
Survey Week: July 11-15, 2005
Due Date: July 29, 2005
State Processing: July 25-September 16, 2005
Final Update/Amendment Date: April 28, 2006

Survey 2
Survey Week: October 10-14, 2005
Due Date: October 28, 2005
State Processing: October 24-November 11, 2005
Final Update/Amendment Date: July 28, 2006

Survey 3
Survey Week: February 6-10, 2006
Due Date: February 24, 2006
State Processing: February 20-March 10, 2006
Final Update/Amendment Date: November 17, 2006

Survey 4
Survey Week: June 12-16, 2006
Due Date: June 30, 2006
State Processing: June 26-July 14, 2006
Final Update/Amendment Date: March 30, 2007