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Just Read, Florida!

January 29, 2004

CONTACT PERSONS:
NAME: Malinda Moore
Herman Carter
PHONE: (850) 245-0405
(850) 245-9795
SUNCOM: 205-0405
205-9795

M E M O R A N D U M

COEFO: 04-27

TO: District School Superintendents

FROM: Raymond Monteleone

SUBJECT: February 2003-04 Transportation Survey

The 2003-04 Student Transportation February survey will be conducted the week of February 2-6, 2004. The Automated Student Transportation Survey Information System at Northwest Regional Data Center must be used by all districts to transmit their student transportation information.

Beginning July 1, 2003, the 2003-04 Student Transportation General Instructions have been revised to reflect changes in Membership Category E as follows:

> Membership Category E, Individuals with Disabilities Education Act (IDEA) Pre-Kindergarten (Pre-K), Unweighted has been revised. The memorandum issued in June 2003 survey memorandum (CFO 03-61), indicated that students participating in School Readiness Programs contracted through local School Readiness Coalitions (formerly known as the Pre-Kindergarten Early Intervention Program) and district operated Head Start Programs are no longer eligible for transportation funding through the categorical program. However, district Title I Pre-Kindergarten students, including migrant pre-kindergarten students in programs operated by the school district, may be included for funding in this category.

Please refer to the 2003-04 Student Transportation General Instructions for student eligibility, reporting criteria, and instructions for on-line data entry. The deadline for transmitting February survey data is March 5, 2004. The attached form letter, which certifies the adjusted membership and the number of buses reported on the database, is due to this office by March 11, 2004. The information in this letter is compared with the Department's report to ensure that correct information is used in the transportation funding formula.

The on-line data entry system will close approximately three weeks following the transmission deadline for each survey so that our staff may analyze and incorporate this information into the transportation calculation. After this period, the on-line data entry system will re-open and amendments may be entered. Please contact Malinda Moore at (850) 245-0405 or Herman Carter at (850) 245-9795 if assistance is needed.

RM/mm

Attachments

Student Transportation

Reporting Deadlines 2002-2003 and 2003-2004

2002-2003

Survey 1
Survey week: July 15-19, 2002
Due Date: September 20, 2002
Final Update/Amendment Date: May 2, 2003

Survey 2
Survey week: October 7-11, 2002
Due Date: November 8, 2002
Final Update/Amendment Date: July 25, 2003

Survey 3
Survey week: February 3-7, 2003
Due Date: March 7, 2003
Final Update/Amendment Date: November 21, 2003

Survey 4
Survey week: June 16-20, 2003
Due Date: July 18, 2003
Final Update/Amendment Date: April 2, 2004

2003-2004

Survey 1
Survey week: July 14-18, 2003
Due Date: September 19, 2003
Final Update/Amendment Date: April 30, 2004

Survey 2
Survey week: October 13-17, 2003
Due Date: November 14, 2003
Final Update/Amendment Date: July 30, 2004

Survey 3
Survey week: February 2-6, 2004
Due Date: March 5, 2004
Final Update/Amendment Date: November 19, 2004

Survey 4
Survey week: June 14-18, 2004
Due Date: July 16, 2004
Final Update/Amendment Date: April 1, 2005

ATTENTION: MALINDA MOORE

Date: _____

Due Date: March 11, 2004
Fax Number: (850) 245-9135
SunCom: 205-9135

Mr. David Montford
Florida Department of Education
Office of Funding and Financial Reporting
325 West Gaines Street, Room 824
Tallahassee, Florida 32399-0400

Dear Mr. Montford:

This letter is provided to certify the student transportation information totals in the Automated Student Transportation Survey Information Data Base for the July, October, and February surveys for the _____ School District (this information is located on the Browse Screen and represents only eligible membership totals). 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 2003 survey total	_____	_____	_____
October 2003 survey total	_____	_____	_____
February 2004 survey total	_____	_____	_____

Sincerely,

_____
Signature of Transportation Director or Designee

DM:js