



State Board of Education

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**CONTACT PERSONS:**

**NAMES:** Lee Davis  
Samantha Starks-Harrison  
**PHONE:** 850-245-0405  
850-245-0400

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Linda Champion

**DATE:** February 2, 2018

**SUBJECT: February 2017-18 Student Transportation Survey Information**

The February 2017-18 student transportation survey will be conducted during the week of February 5-9, 2018. The Automated Student Information System (student transportation format) will be used by all districts to transmit their February student transportation survey information.

Beginning in the 2017-18 school year, the Student Transportation General Instructions (including information regarding student eligibility and reporting) will be included in Appendix F of the [2017-18 FTE General Instructions](#). As indicated in the instructions, beginning with the October 2017 survey, the reporting period has been shortened from 11 days to include only the five days scheduled for survey week.

The system cut-off date for reporting February survey data is Sunday, April 15, 2018. Any corrections or revisions to this data must be addressed by this 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 superintendent or designee and submitted no later than Wednesday, April 25, 2018. The February student transportation information provided in this letter must match that reported in the district database as of the final cut-off date. **Once notified of the availability of certification reports, districts may use Transportation Report F63499 or F70092 to verify adjusted membership and bus information recorded in the database for the certification letter.** The information in this letter will be compared with the Florida Department of Education's (department) report to ensure that accurate information is used in the transportation funding formula.

Linda Champion  
Deputy Commissioner, Finance and Operations

District School Superintendents

February 2, 2018

Page Two

Charter schools with eligible students who are reported for Florida Education Finance Program transportation funding must submit their ridership reports to the sponsoring school district. The district will include these students in the survey data submitted to the department. Charter schools are encouraged to contact the transportation director in their sponsoring school district prior to the survey regarding the district's reporting process and procedures. Please email or call the department's School Transportation Management Office at [schtrans@fldoe.org](mailto:schtrans@fldoe.org) or 850-245-9795 if you need contact information for local school district transportation personnel.

Please call Lee Davis, School Business Services, at 850-245-0405, or Samantha Starks-Harrison, PK-12 Education Information Services, at 850-245-0400 if assistance in reporting student transportation data is needed.

Please scan and email the signed certification letter to [josh.bemis@fldoe.org](mailto:josh.bemis@fldoe.org), or fax it to 850-245-9135.

LC/jb

Attachments: February 2017-18 Student Transportation Certification Letter  
Student Transportation Reporting Deadlines 2017-18 through 2020-21

cc: District Transportation Directors  
District Management Information System Directors  
District Finance Officers  
District Charter School Contacts  
Samantha Starks-Harrison, Program Specialist  
Lee Davis, Educational Policy Director

ATTENTION: JOSH BEMIS  
**Due Date: April 25, 2018**

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

Fax Number: 850-245-9135

Mark Eggers, Assistant Deputy Commissioner  
Florida Department of Education  
Bureau of School Business Services  
325 West Gaines Street, Room 814  
Tallahassee, Florida 32399-0400

Dear Mr. Eggers:

This letter certifies the student transportation information totals in the Automated Student Transportation Survey Information Database for the July 2017, October 2017 and February 2018 surveys for the \_\_\_\_\_ County School District. Zeros entered below indicate that there were no transported students during the survey period. All district schools are represented.

	<u>Total Buses</u> (Excluding Intersession)	<u>Total Adjusted Base Students</u>	<u>Total Adjusted ESE Students</u>
July 2017 survey total	_____	_____	_____
October 2017 survey total	_____	_____	_____
February 2018 survey total	_____	_____	_____

Contact Name: \_\_\_\_\_

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

Sincerely,

\_\_\_\_\_  
*Signature of District School Superintendent or Designee*

## Student Transportation Reporting Deadlines 2017-18 through 2020-21

<p><b>2017-18</b>  <u>Survey 1</u>            Survey Week: July 10-14, 2017            Due Date: July 28, 2017            State Processing: July 24-September 15, 2017            Final Update/Amendment Date: September 30, 2017</p> <p><u>Survey 2</u>            Survey Week: October 9-13, 2017            Due Date: October 20, 2017            State Processing: October 16-November 3, 2017            Final Update/Amendment Date: December 15, 2017</p> <p><u>Survey 3</u>            Survey Week: February 5-9, 2018            Due Date: February 16, 2018            State Processing: February 12-March 2, 2018            Final Update/Amendment Date: April 15, 2018</p> <p><u>Survey 4</u>            Survey Week: June 11-15, 2018            Due Date: July 6, 2018            State Processing: June 25-July 13, 2018            Final Update/Amendment Date: August 15, 2018</p>	<p><b>2018-19</b>  <u>Survey 1</u>            Survey Week: July 9-13, 2018            Due Date: July 27, 2018            State Processing: July 23-September 14, 2018            Final Update/Amendment Date: September 30, 2018</p> <p><u>Survey 2</u>            Survey Week: October 8-12, 2018            Due Date: October 19, 2018            State Processing: October 15-November 2, 2018            Final Update/Amendment Date: December 15, 2018</p> <p><u>Survey 3</u>            Survey Week: February 4-8, 2019            Due Date: February 15, 2019            State Processing: February 11-March 1, 2019            Final Update/Amendment Date: April 15, 2019</p> <p><u>Survey 4</u>            Survey Week: June 10-14, 2019            Due Date: July 5, 2019            State Processing: June 24-July 12, 2019            Final Update/Amendment Date: August 15, 2019</p>
<p><b>2019-20</b>  <u>Survey 1</u>            Survey Week: July 8-12, 2019            Due Date: July 26, 2019            State Processing: July 22-September 13, 2019            Final Update/Amendment Date: September 30, 2019</p> <p><u>Survey 2</u>            Survey Week: October 7-11, 2019            Due Date: October 18, 2019            State Processing: October 14-November 1, 2019            Final Update/Amendment Date: December 15, 2019</p> <p><u>Survey 3</u>            Survey Week: February 3-7, 2020            Due Date: February 14, 2020            State Processing: February 10-February 28, 2020            Final Update/Amendment Date: April 15, 2020</p> <p><u>Survey 4</u>            Survey Week: June 8-12, 2020            Due Date: July 2, 2020            State Processing: June 22-July 10, 2020            Final Update/Amendment Date: August 15, 2020</p>	<p><b>2020-21</b>  <u>Survey 1</u>            Survey Week: July 6-10, 2020            Due Date: July 24, 2020            State Processing: July 20-September 11, 2020            Final Update/Amendment Date: September 30, 2020</p> <p><u>Survey 2</u>            Survey Week: October 5-9, 2020            Due Date: October 16, 2020            State Processing: October 12-October 30, 2020            Final Update/Amendment Date: December 15, 2020</p> <p><u>Survey 3</u>            Survey Week: February 8-12, 2021            Due Date: February 19, 2021            State Processing: February 15-March 5, 2021            Final Update/Amendment Date: April 15, 2021</p> <p><u>Survey 4</u>            Survey Week: June 7-11, 2021            Due Date: July 2, 2021            State Processing: June 21-July 9, 2021            Final Update/Amendment Date: August 15, 2021</p>