



Ben Gibson, *Chair*  
Ryan Petty, *Vice Chair*  
*Members*  
Monesia Brown  
Esther Byrd  
Grazie Pozo Christie  
Kelly Garcia  
MaryLynn Magar

**CONTACT PERSONS:**

**NAMES:** Josh Bemis  
Lisa Millians  
**PHONE:** 850-245-0405  
850-245-0400

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Suzanne Pridgeon

**DATE:** January 25, 2024

**SUBJECT: February 2023-24 Student Transportation Survey Information**

The February 2023-24 student transportation survey (Survey 3) will be conducted during the week of February 5-9, 2024. The Automated Student Information System (student transportation format) will be used by all districts to transmit their February student transportation survey information. The *2023-24 FTE General Instructions*, which provides detailed instructions for reporting FTE, has been approved by the Florida State Board of Education and is attached to this memorandum.

The initial due date for reporting February survey data is February 16, 2024. Any corrections or revisions to this data must be addressed by April 15, 2024, the close of the amendment window, in order to be incorporated into the 2023-24 Florida Education Finance Program (FEFP) Fourth Calculation. 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 **May 1, 2024**. The February student transportation information provided in the letter must match that reported in the district database as of the April 15, 2024, 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 the letter will be compared with the Florida Department of Education's (department) report to ensure that accurate information is used to calculate transportation funding.

Charter schools with eligible students who are reported for FEFP transportation funding must submit ridership reports to their sponsoring school district, which will include these students in the survey data submitted to the department. **Charter schools do not have to submit a certification letter to the department,** and are encouraged to contact the transportation director in their sponsoring school district regarding the district's reporting process and procedures prior to the survey.

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

District School Superintendents

January 25, 2024

Page Two

Please contact Josh Bemis, Office of Funding and Financial Reporting, at [Josh.Bemis@fldoe.org](mailto:Josh.Bemis@fldoe.org) or 850-245-0405, or Lisa Millians, Infrastructure and School Support, at [Lisa.Millians@fldoe.org](mailto:Lisa.Millians@fldoe.org) or 850-245-0400, if assistance is needed. The signed certification letter should be emailed to [James.Andrews@fldoe.org](mailto:James.Andrews@fldoe.org).

SP/ja

Attachments: February 2023-24 Student Transportation Certification Letter  
Student Transportation Reporting Deadlines 2023-24 to 2026-27  
2023-24 FTE General Instructions

cc: District Charter School Contacts  
District Transportation Directors  
District Finance Officers  
District Management Information System Directors  
District MIS Student Database System Contacts  
Mark Eggers, Assistant Deputy Commissioner, Division of Finance and Operations  
Li Liu, Bureau Chief, School Business Services  
Lisa Millians, Bureau Chief, Infrastructure and School Support  
Josh Bemis, Educational Policy Director, Office of Funding and Financial Reporting  
James Andrews, Educational Policy Consultant, Office of Funding and Financial Reporting