



Marva Johnson, *Chair*  
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*Members*  
Gary Chartrand  
Tom Grady  
Rebecca Fishman Lipsey  
Michael Olenick

**CONTACT PERSONS:**

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

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Linda Champion

**DATE:** June 13, 2017

**SUBJECT: June 2016-17 Student Transportation Survey Information**

The June 2016-17 student transportation survey is scheduled for the week of June 12-16, 2017. The Automated Student Information System (student transportation format) will be used by all districts to transmit their June student transportation survey information.

Please refer to the [2016-17 Student Transportation General Instructions](#) for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System and reporting deadlines. Please note that language has been added to clarify that the sum of “Days in Term” reported for surveys 2 and 3 for the same fiscal year is the lesser of 180 days or the actual number of days the district’s schools are in session during the school year.

A list of the reporting deadlines is attached. The deadline for initial full submission of the June survey data is Monday, July 3, 2017. Any corrections or revisions to this data must be addressed by the final amendment date of Thursday, August 31, 2017. 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 Thursday, September 7, 2017. The June student transportation information provided in this letter must match that reported in the district database as of the final cut-off date. **Districts may use 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 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

June 13, 2017

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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 scan and email the signed certification letter to [josh.bemis@fldoe.org](mailto:josh.bemis@fldoe.org). If sending a fax is preferable, please use the following fax number: 850-245-9135.

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.

LC/jb

Attachments: June 2016-17 Student Transportation Certification Letter  
Student Transportation Reporting Deadlines 2016-17 through 2019-20

cc: District Transportation Directors  
District Management Information System Directors  
District Finance Officers  
District Charter School Contacts  
Lee Davis  
Samantha Starks-Harrison

ATTENTION: JOSH BEMIS  
**Due Date: September 7, 2017**

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 2016, October 2016, February 2017 and June 2017 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 2016 survey total	_____	_____	_____
October 2016 survey total	_____	_____	_____
February 2017 survey total	_____	_____	_____
June 2017 survey total	_____	_____	_____

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

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

Sincerely,

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

## Student Transportation Reporting Deadlines 2016-17 through 2019-20

<p><b>2016-17</b></p> <p><u>Survey 1</u>  Survey Week: July 11-15, 2016  Due Date: July 29, 2016  State Processing: July 25-September 16, 2016  Final Update/Amendment Date: September 30, 2016</p> <p><u>Survey 2</u>  Survey Week: October 10-14, 2016  Due Date: October 28, 2016  State Processing: October 17-November 11, 2016  Final Update/Amendment Date: March 31, 2017</p> <p><u>Survey 3</u>  Survey Week: February 6-10, 2017  Due Date: February 24, 2017  State Processing: February 13-March 10, 2017  Final Update/Amendment Date: July 31, 2017</p> <p><u>Survey 4</u>  Survey Week: June 12-16, 2017  Due Date: July 3, 2017  State Processing: June 26-July 14, 2017  Final Update/Amendment Date: August 31, 2017</p>	<p><b>2017-18</b></p> <p><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: TBD</p> <p><u>Survey 2</u>  Survey Week: October 9-13, 2017  Due Date: October 27, 2017  State Processing: October 16-November 10, 2017  Final Update/Amendment Date: TBD</p> <p><u>Survey 3</u>  Survey Week: February 5-9, 2018  Due Date: February 23, 2018  State Processing: February 12-March 9, 2018  Final Update/Amendment Date: TBD</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: TBD</p>
<p><b>2018-19</b></p> <p><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: TBD</p> <p><u>Survey 2</u>  Survey Week: October 8-12, 2018  Due Date: October 26, 2018  State Processing: October 15-November 9, 2018  Final Update/Amendment Date: TBD</p> <p><u>Survey 3</u>  Survey Week: February 4-8, 2019  Due Date: February 22, 2019  State Processing: February 11-March 8, 2019  Final Update/Amendment Date: TBD</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: TBD</p>	<p><b>2019-20</b></p> <p><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: TBD</p> <p><u>Survey 2</u>  Survey Week: October 7-11, 2019  Due Date: October 25, 2019  State Processing: October 14-November 8, 2019  Final Update/Amendment Date: TBD</p> <p><u>Survey 3</u>  Survey Week: February 3-7, 2020  Due Date: February 21, 2020  State Processing: February 10-March 6, 2020  Final Update/Amendment Date: TBD</p> <p><u>Survey 4</u>  Survey Week: June 8-12, 2020  Due Date: July 3, 2020  State Processing: June 22-July 10, 2020  Final Update/Amendment Date: TBD</p>