

# FLORIDA DEPARTMENT OF EDUCATION



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## CONTACT PERSONS

**NAME:** Mark Eggers

Ruth Jones

**PHONE:** (850) 245-0351

(850) 245-0400

## MEMORANDUM

**DATE:** July 15, 2010

**TO:** District School Superintendents

**FROM:** Linda Champion

**SUBJECT:** July 2010-11 FTE Survey Information and  
2010-11 FTE General Instructions

This document is intended to assist school districts in the reporting of full-time equivalent (FTE) students as required by Section 1011.62(1)(a), Florida Statutes.

The 2010-11 Florida Education Finance Program (FEFP) July FTE survey will be conducted the week of July 12-16, 2010. The FTE from this survey will be used in the third calculation of the 2010-11 FEFP. The attached FTE reporting instructions include a summary of changes for 2010-11, a list of current program numbers with appropriate cost factors, the July FTE certification form letter, and a schedule of reporting deadlines through 2013-14.

**“Date certain” for all schools in all school districts is Friday of survey week.** “Date certain” is the specific time for setting the student’s schedule on the local student course record. It is used for reporting the “FTE Earned, Course” data element.

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

### **FTE to be Reported**

The 2010-11 FEFP provides funding for the 180-day regular school year except for certain specific exceptions. Students attending Department of Juvenile Justice (DJJ) facilities are funded for a 230- to 250-day school year. With the exception of DJJ facilities, Juveniles Incompetent to Proceed (JITP) programs, and the Florida Virtual School (FLVS), PK-12 courses offered beyond the regular school year are funded through the Supplemental Academic Instruction and Reading allocations. Although funding for such courses is not dependent on reported FTE, districts are still required to report summer non-funded FTE in the Automated Student Information System so that associated statistical reports can be generated.

### **Exceptional Education Student Record**

The student course schedule records reporting FTE of students receiving exceptional education services (FEFP program numbers 111, 112, 113, 254, and 255) must have a matching exceptional education student record to generate funding under the FEFP.

### **Classroom Identification, Florida Inventory of School Houses (FISH) Number**

In order to generate funding under the FEFP, each teacher course record for courses taught in a school district classroom in surveys 2 and 3 must contain a valid classroom identification FISH number that matches a number on the FISH file.

### **General Information**

Please refer to the attached FTE General Instructions 2010-11 for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. The system cut-off date for reporting July survey data is Thursday, September 30, 2010. All database input must be complete as of this date. The attached form letter, which certifies the July **fundable** FTE, must be signed by the superintendent or designee and submitted no later than Thursday, October 7, 2010. The FTE survey unweighted funded FTE totals provided in this letter must match the totals reported in the database as of the system cut-off date. **Districts may use FTE Report 05.107 to verify FTE 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 FEFP funding formula. **Please note that only fundable FTE should be reported in the FTE certification letter.**

**The 2010-11 FEFP provides funding for more than 180 days only for students attending DJJ facilities, for students enrolled in JITP programs, and for successful completion of direct instruction courses from the FLVS. Therefore, the only fundable FTE presented in the FTE certification letter for the July survey should be for students attending DJJ facilities, which include Practical Academic Cultural Education (PACE) Centers for Girls and Marine Institutes; for students enrolled in JITP programs; and for students successfully completing direct instruction courses from the FLVS. For funding purposes, districts may not report summer FTE for franchises of the FLVS.**

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July 15, 2010  
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Section 1011.62(8), Florida Statutes, states, in part, “If a district transfers a program to another institution not under the authority of the district’s school board, including a charter technical career center, the decline [in FTE] is to be multiplied by a factor of 0.15.” Please notify the Office of Funding and Financial Reporting if this situation occurs in your district.

Report 60.021, “Supplemental FTE Data File List,” is available upon request. This report provides Department of Children and Families, Department of Juvenile Justice, Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, and Industry Certified Career and Professional Academies Programs FTE by school. School districts can use this report to verify the FTE in these programs.

For additional information, consult the [DOE Information Database Requirements: Volume 1 - Automated Student Information Systems](#).

Please call Mark Eggers (School Business Services) at (850) 245-0351 or Ruth Jones (Education Information and Accountability Services) at (850) 245-0400 if assistance is needed.

If it is necessary to fax hard-copy documentation to meet any of the above deadlines, please use the following fax number: (850) 245-9135.

LC/cc

Attachments

ATTACHMENT A

ATTENTION: KAREN JOHNSON

**Due Date: October 7, 2010**

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

Fax Number: (850) 245-9135

Mark Eggers, Bureau Chief  
Florida Department of Education  
School Business Services  
325 W. Gaines Street, Room 814  
Tallahassee, Florida 32399-0400

Dear Mr. Eggers:

This letter is provided to certify the fundable PK-12 FTE totals in the Department of Education Information Database as indicated by the final FTE report, File 05.107, for the July survey (Survey 1, 2010-11) for the \_\_\_\_\_ County School District. All appropriate schools are represented.

Total FEFP Fundable PK-12 FTE  
Florida Education Finance Program

July 2010 survey total: \_\_\_\_\_

**Please Note:** For all districts other than the Florida Virtual School, only Department of Juvenile Justice and Juveniles Incompetent to Proceed programs FTE are fundable in Survey 1.

Sincerely,

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

ATTACHMENT B

**Cost Factors and Program Numbers for 2010-11 Fiscal Year**

<b>Program/Category</b>	<b><u>Cost Factors</u></b>	<b><u>Program Numbers</u></b>
<b><u>BASIC PROGRAMS</u></b>		
K-3 Basic	1.089	101
4-8 Basic	1.000	102
9-12 Basic	1.031	103
K-3 Basic with ESE Services*	1.089	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.031	113
<b><u>EXCEPTIONAL STUDENT EDUCATION</u></b>		
Support Level 4	3.523	254
Support Level 5	4.935	255
<b><u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u></b>		
ESOL	1.147	130
<b><u>CAREER EDUCATION</u></b>		
Career Education 9-12	1.035	300

\* Include Prekindergarten Exceptional Students, if not Level 4 or Level 5.

## FTE Reporting Deadlines 2010-11 through 2013-14

<p><b>2010-11</b></p> <p><u>Survey 1</u> Survey Week: July 12-16, 2010 Due Date: July 30, 2010 State Processing: July 26-September 17, 2010 Final Update/Amendment: September 30, 2010</p> <p><u>Survey 2</u> Survey Week: October 11-15, 2010 Due Date: October 29, 2010 State Processing: October 18-November 12, 2010 Final Update/Amendment Date: March 31, 2011</p> <p><u>Survey 3</u> Survey Week: February 7-11, 2011 Due Date: February 25, 2011 State Processing: February 14-March 11, 2011 Final Update/Amendment Date: July 31, 2011</p> <p><u>Survey 4</u> Survey Week: June 13-17, 2011 Due Date: July 1, 2011 State Processing: June 27-July 15, 2011 Final Update/Amendment Date: August 31, 2011</p>	<p><b>2012-13</b></p> <p><u>Survey 1</u> Survey Week: July 9-13, 2012 Due Date: July 27, 2012 State Processing: July 23-September 14, 2012 Final Update/Amendment: September 30, 2012</p> <p><u>Survey 2</u> Survey Week: October 8-12, 2012 Due Date: October 26, 2012 State Processing: October 15-November 9, 2012 Final Update/Amendment Date: March 31, 2013</p> <p><u>Survey 3</u> Survey Week: February 11-15, 2013 Due Date: March 1, 2013 State Processing: February 18-March 15, 2013 Final Update/Amendment Date: July 31, 2013</p> <p><u>Survey 4</u> Survey Week: June 17-21, 2013 Due Date: July 5, 2013 State Processing: July 1-19, 2013 Final Update/Amendment Date: August 31, 2013</p>
<p><b>2011-12</b></p> <p><u>Survey 1</u> Survey Week: July 11-15, 2011 Due Date: July 29, 2011 State Processing: July 25-September 16, 2011 Final Update/Amendment: September 30, 2011</p> <p><u>Survey 2</u> Survey Week: October 10-14, 2011 Due Date: October 28, 2011 State Processing: October 17-November 11, 2011 Final Update/Amendment Date: March 31, 2012</p> <p><u>Survey 3</u> Survey Week: February 13-17, 2012 Due Date: March 2, 2012 State Processing: February 20-March 16, 2012 Final Update/Amendment Date: July 31, 2012</p> <p><u>Survey 4</u> Survey Week: June 11-15, 2012 Due Date: June 29, 2012 State Processing: June 25-July 13, 2012 Final Update/Amendment Date: August 31, 2012</p>	<p><b>2013-14</b></p> <p><u>Survey 1</u> Survey Week: July 8-12, 2013 Due Date: July 26, 2013 State Processing: July 22-September 13, 2013 Final Update/Amendment: September 30, 2013</p> <p><u>Survey 2</u> Survey Week: October 14-18, 2013 Due Date: November 1, 2013 State Processing: October 21-November 15, 2013 Final Update/Amendment Date: March 31, 2014</p> <p><u>Survey 3</u> Survey Week: February 10-14, 2014 Due Date: February 28, 2014 State Processing: February 17-March 14, 2014 Final Update/Amendment Date: July 31, 2014</p> <p><u>Survey 4</u> Survey Week: June 16-20, 2014 Due Date: July 7, 2014 State Processing: June 30-July 18, 2014 Final Update/Amendment Date: August 31, 2014</p>