



Ben Gibson, *Chair*  
Ryan Petty, *Vice Chair*  
*Members*  
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:** October 2, 2024

**SUBJECT: October 2024-25 Full-Time Equivalent (FTE) Student Survey Information**

Section (s.) 1011.62(1)(a), Florida Statutes (F.S.), requires Florida school districts to report FTE student membership by conducting periodic surveys throughout the school year. The October FTE student survey for the 2024-25 Florida Education Finance Program (FEFP) will be conducted during the week of October 7-11, 2024, and the data from this survey will be used in the third calculation of the 2024-25 FEFP. **“Date Certain” for all schools in all school districts is Friday of survey week.** “Date Certain” is the specific time for setting student schedules on the local student course record and is used for reporting the FTE Reported, Course data element.

Please see the attached list of cost factors and program numbers for the 2024-25 fiscal year, and the schedule of reporting deadlines for 2024-25 through 2027-28. The *2024-25 FTE General Instructions*, which provide detailed instructions for reporting FTE, will be sent in a separate memorandum later in the year once approved by the State Board of Education.

**General Information**

The system cut-off date for reporting October survey data to be used in the 2024-25 FEFP Third Calculation is December 15, 2024. All database entries must be complete as of this date to be included in the calculation. **It is important that validation reports be requested prior to this date and all FTE student data in error be corrected before submitting a certification letter to the Florida Department of Education (department).**

The attached form letter, which certifies October 2024 **reported** FTE student data, must be signed by the superintendent or designee and submitted to the Bureau of School Business Services no later than **December 23, 2024**. The unweighted reported FTE student totals provided in this letter must match the totals reported in the database as of the system cut-off date. **Once notified of the availability of**

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

**certification reports, districts should use FTE Report 05.108 to verify FTE student data recorded in the database for the certification letter.** The information in this letter will be compared to the department's report to ensure that accurate information is used to recalibrate FTE student data. Please note that only reported FTE student data should be provided in the FTE student data certification letter.

### **Family Empowerment Scholarship (FES) Program**

Beginning in 2023-24, school districts were no longer responsible for reporting FTE students enrolled in the FES program. The department reports these students for each school district based on the number of students enrolled in and receiving payments through the FES program. Certification letters submitted should certify district-reported FTE only and not include any FES FTE. Each calculation of the FEFP will include a summary of the FES FTE associated with each school district.

### **FTE Student Data to be Reported**

The Florida Virtual School (FLVS) part-time instruction program, credit recovery in virtual instruction programs, and virtual charter schools may operate for more than the 180-day school year and may report the associated FTE for funding. Instructional programs operating within Florida Department of Juvenile Justice (DJJ) programs and Incompetent to Proceed programs are required to provide 250 days of instruction over 12 months. Students attending residential DJJ facilities are funded for a 240- to 250-day school year. Nonresidential DJJ facilities are funded for a 230- to 250-day school year or the hourly equivalent. Other prekindergarten through grade 12 courses offered beyond the regular school year are funded through the Educational Enrichment Allocation. Although funding for such courses does not depend on reported FTE student data, districts are still required to report summer non-funded FTE student data in the Automated Student Information System so associated statistical reports can be generated.

In addition to the FTE student data for programs that operate for more than 180 days or the hourly equivalent, the FTE student data for credit completions or the prescribed level of content that counts toward promotion to the next grade in programs listed in s. 1011.62(1)(c), F.S., should be reported in the June survey for the following programs: school district virtual instruction programs ([s. 1002.45, F.S.](#)); school district virtual course offerings ([s. 1003.498, F.S.](#)); virtual charter school programs ([s. 1002.33, F.S.](#)); FLVS full-time programs ([s. 1002.37\(9\), F.S.](#)); franchises of FLVS ([s. 1002.37\(4\), F.S.](#)); and FLVS courses delivered on a public school campus (s. 1002.37(3)(d), F.S.). Students who successfully complete a virtual instruction course should be reported in the June survey. A virtual instruction course that is not successfully completed should be reported in the June survey with "FTE Reported, Course" equal to 0.0000.

### **Exceptional Student Education (ESE) Student Record**

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

District School Superintendents

October 2, 2024

Page Three

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

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 in the FISH file.

Reports 60.021 (Supplemental FTE Data File List) and 71.411 (Supplemental Bonus FTE) are available upon request. Report 60.021 provides data regarding the Florida Department of Children and Families programs, and report 71.411 provides data regarding the Florida Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, Early High School Graduation and Dual Enrollment programs. School districts can use these reports to verify the FTE in these programs. For additional information, consult the [2024-25 Student Information System Database Manual](#).

Please contact Josh Bemis, School Business Services, at [Josh.Bemis@fldoe.org](mailto:Josh.Bemis@fldoe.org) or 850-245-0405, or Lisa Millians, PreK-12 Education Information Services, 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: October 2024-25 FTE Student Certification Letter  
Cost Factors and Program Numbers for the 2024-25 Fiscal Year  
FTE Reporting Deadlines 2024-25 through 2027-28

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

ATTENTION: James Andrews  
[James.Andrews@fldoe.org](mailto:James.Andrews@fldoe.org)  
**Due Date: December 23, 2024**

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

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

Dear Mr. Eggers:

This letter certifies the reported PK-12 FTE student totals in the Florida Department of Education Information Database, as indicated by the final FTE report, **File 05.108**, for the July and October 2024 surveys for the \_\_\_\_\_ County School District. All district schools are represented.

Total FEFP Reported PK-12 FTE  
Florida Education Finance Program

July 2024 survey totals \_\_\_\_\_

October 2024 survey totals \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

**Note:** The following programs are reported with FTE student data in surveys 1-4: Florida Virtual School (FLVS) serving students receiving part-time instruction, Department of Juvenile Justice programs, and Juveniles Incompetent to Proceed programs. District virtual programs and charter virtual schools are reported with zero FTE in surveys 2 and 3, and actual FTE is reported in survey 4. All other programs are reported only in surveys 2 and 3. FLVS, district virtual programs, and virtual charter schools are reported for FTE based on successful completions.

Sincerely,

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

## Cost Factors and Program Numbers for the 2024-25 Fiscal Year

<b>Program/Category</b>	<b><u>Cost Factors</u></b>	<b><u>Program Numbers</u></b>
<b><u>BASIC PROGRAMS</u></b>		
PreK-3 Basic	1.118	101
4-8 Basic	1.000	102
9-12 Basic	0.978	103
PreK-3 Basic with ESE Services*	1.118	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	0.978	113
<b><u>EXCEPTIONAL STUDENT EDUCATION</u></b>		
Support Level 4	3.697	254
Support Level 5	5.992	255
<b><u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u></b>		
ESOL	1.192	130
<b><u>CAREER EDUCATION</u></b>		
Career Education 9-12	1.079	300

\* Includes Prekindergarten ESE students, if not Level 4 or Level 5.

# APPENDIX A

## Schedule of State Processing Dates for 2024-2025 through 2027-2028

<p><b>2024-2025</b></p> <p><u>Survey 1</u> Survey Week: July 8 – 12, 2024 Due Date: July 26, 2024 State Processing: July 22 – September 6, 2024 Final Update/Amendment Date: September 30, 2024</p> <p><u>Survey 2</u> Survey Week: October 7 – 11, 2024 Due Date: October 18, 2024 State Processing: October 14 – November 1, 2024 Final Update/Amendment Date: December 15, 2024</p> <p><u>Survey 3</u> Survey Week: February 3 – 7, 2025 Due Date: February 14, 2025 State Processing: February 10 – 28, 2025 Final Update/Amendment Date: April 15, 2025</p> <p><u>Survey 4</u> Survey Week: June 16 – 20, 2025 Due Date: July 3, 2025 State Processing: June 23 – July 11, 2025 Final Update/Amendment Date: August 15, 2025</p> <p><u>Survey 5</u> Due Date, July 25, 2025 State Processing: July 21 – August 8, 2025 Final Update/Amendment Date: October 31, 2025</p>	<p><b>2025-2026</b></p> <p><u>Survey 1</u> Survey Week: July 14 – 18, 2025 Due Date: August 1, 2025 State Processing: July 28 – September 12, 2025 Final Update/Amendment Date: September 30, 2025</p> <p><u>Survey 2</u> Survey Week: October 6 – 10, 2025 Due Date: October 17, 2025 State Processing: October 13 – 31, 2025 Final Update/Amendment Date: December 15, 2025</p> <p><u>Survey 3</u> Survey Week: February 2 – 6, 2026 Due Date: February 13, 2026 State Processing: February 6 – 27, 2026 Final Update/Amendment Date: April 15, 2026</p> <p><u>Survey 4</u> Survey Week: June 15 – 19, 2026 Due Date: July 3, 2026 State Processing: June 22 – July 10, 2026 Final Update/Amendment Date: August 15, 2026</p> <p><u>Survey 5</u> Due Date, July 24, 2026 State Processing: July 20 – August 7, 2026 Final Update/Amendment Date: October 31, 2026</p>
<p><b>2026-2027</b></p> <p><u>Survey 1</u> Survey Week: July 6 – 10, 2026 Due Date: July 24, 2026 State Processing: July 20 – September 4, 2026 Final Update/Amendment Date: September 30, 2026</p> <p><u>Survey 2</u> Survey Week: October 5 – 9, 2026 Due Date: October 16, 2026 State Processing: October 12 – November 6, 2026 Final Update/Amendment Date: December 15, 2026</p> <p><u>Survey 3</u> Survey Week: February 1 – 5, 2027 Due Date: February 15, 2027 State Processing: February 8 – February 26, 2027 Final Update/Amendment Date: April 15, 2027</p> <p><u>Survey 4</u> Survey Week: June 14 – 18, 2027 Due Date: July 2, 2027 State Processing: June 21 – July 2, 2027 Final Update/Amendment Date: August 15, 2027</p> <p><u>Survey 5</u> Due Date, July 23, 2027 State Processing: July 19 – August 13, 2027 Final Update/Amendment Date: October 31, 2027</p>	<p><b>2027-2028</b></p> <p><u>Survey 1</u> Survey Week: July 12 – 16, 2027 Due Date: July 30, 2027 State Processing: July 26 – September 10, 2027 Final Update/Amendment Date: September 30, 2027</p> <p><u>Survey 2</u> Survey Week: October 4 – 8, 2027 Due Date: October 15, 2027 State Processing: October 11 – October 29, 2027 Final Update/Amendment Date: December 15, 2027</p> <p><u>Survey 3</u> Survey Week: February 7 – 11, 2028 Due Date: February 18, 2028 State Processing: February 14 – March 3, 2028 Final Update/Amendment Date: April 15, 2028</p> <p><u>Survey 4</u> Survey Week: June 12 – 16, 2028 Due Date: June 30, 2028 State Processing: June 19 – July 7, 2028 Final Update/Amendment Date: August 15, 2028</p> <p><u>Survey 5</u> Due Date, July 21, 2028 State Processing: July 17 – August 4, 2028 Final Update/Amendment Date: October 31, 2028</p>