

# FLORIDA DEPARTMENT OF EDUCATION



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**NAME:** Carolyn DuBard  
Elisabeth Goodman

**PHONE:** 850-245-0405

## MEMORANDUM

**DATE:** October 31, 2013

**TO:** District School Superintendents

**FROM:** Linda Champion

**SUBJECT:** Factors to Estimate the Virtual Schools' October and February 2013-14 Full-Time Equivalent Student Membership for the Third and Fourth 2013-14 Florida Education Finance Program Calculation

Attached is a list of the factors that will be used to estimate each district's virtual schools' October and February 2013-14 full-time equivalent (FTE) student membership for the third and fourth 2013-14 Florida Education Finance Program (FEFP) calculations. Thirteen factors were calculated: one for each of the grades, kindergarten through grade 12.

These factors were calculated by district and grade using the relationship in the 2012-13 school year between earned FTE and the potential FTE based on courses enrolled. For the third FEFP calculation, the factors will be used to estimate October FTE membership for virtual courses. The February factors sent in a separate memo will be used to estimate the February virtual FTE membership. For the fourth FEFP calculation, the factors will be used to estimate October and February FTE membership for virtual courses.

LINDA CHAMPION

DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

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325 W. GAINES STREET • SUITE 1214 • TALLAHASSEE, FL 32399-0400 • PHONE 850-245-0406 • FAX 850-245-9378

[www.fldoe.org](http://www.fldoe.org)

District School Superintendents

October 31, 2013

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**Please review the recommended factors on the attached worksheet and complete and fax the worksheet to Karen Johnson at 850-245-9135 by Friday, November 8, 2013. If these factors are not appropriate for determining the virtual schools' October and February FTE student membership, please propose revisions on the attached form. The review of these factors is critical because they are used in determining each district's estimated virtual October and February FTE, which will be included in the third and fourth 2013-14 FEFP calculations.**

LC/kj

Attachment: Factors to Estimate Virtual Schools' FTE for October and February 2013-14  
Surveys

cc: District Finance Officers  
District FTE Administrators

**ATTENTION: KAREN JOHNSON**  
**Due Date: November 8, 2013**

FLORIDA DEPARTMENT OF EDUCATION  
 BUREAU OF SCHOOL BUSINESS SERVICES  
 OFFICE OF FUNDING AND FINANCIAL REPORTING

FACTORS TO ESTIMATE VIRTUAL SCHOOLS' FTE FOR OCTOBER AND FEBRUARY 2013-14 SURVEYS

\_\_\_\_\_ COUNTY SCHOOL DISTRICT

Complete the form by indicating that the recommended factors listed below are appropriate for determining virtual schools' FTE for October and February surveys. If the factors are not appropriate, please provide revisions by grade.

**Fax the form to the Office of Funding and Financial Reporting at 850-245-9135.**

- The recommended factors are appropriate for determining virtual schools' FTE for October and February surveys.
- The recommended factors are not appropriate for determining virtual schools' FTE for October and February surveys. Revised factors by grade are provided below.

<u>Grade</u>	<u>Virtual Factor Recommended</u>	<u>Revised</u>
KG	1.0000	_____
01	1.0000	_____
02	0.8750	_____
03	1.0000	_____
04	0.9941	_____
05	0.9663	_____
06	0.5967	_____
07	0.5881	_____
08	0.5004	_____
09	0.9159	_____
10	0.9922	_____
11	0.6283	_____
12	0.6926	_____

\_\_\_\_\_  
 Signature of FTE Administrator

\_\_\_\_\_  
 Date of Signature