



Ryan Petty, *Chair*
Esther Byrd, *Vice Chair*
Members
Grazie P. Christie
Layla Collins
Daniel P. Faganholi, Sr.
Kelly Garcia
MaryLynn Magar

CONTACT PERSONS:

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

MEMORANDUM

TO: School District Superintendents

FROM: Suzanne Pridgeon *Suzanne Pridgeon*

DATE: September 19, 2025

SUBJECT: October 2025-26 Student Transportation Survey Information

The October 2025-26 student transportation survey (Survey 2) will be conducted during the week of October 6-10, 2025. The Automated Student Information System (student transportation format) will be used by all districts to transmit their October student transportation survey information.

The initial due date for reporting October survey data is October 17, 2025. Any corrections or revisions to this data must be addressed by December 15, 2025, to be incorporated into the 2025-26 Florida Education Finance Program (FEFP) Third 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 to the Florida Department of Education (department) no later than **December 29, 2025**. The October student transportation information provided in the letter must match that reported in the district database as of the December 15, 2025, 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 department's 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 for inclusion 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

School District Superintendents

September 19, 2025

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Please contact Josh Bemis, School Business Services, at Josh.Bemis@fldoe.org or 850-245-0405, or Lisa Millians, PreK-12 Education Information Services, at Lisa.Millians@fldoe.org or 850-245-0400, if assistance is needed. The signed certification letter should be emailed to Miguel.Aquino@fldoe.org.

SP/ma

Attachments: October 2025-26 Student Transportation Certification Letter
Student Transportation Reporting Deadlines 2025-26 to 2028-29

cc: District Charter School Contacts
District Transportation Directors
District Finance Officers
District Management Information System Directors
District MIS Student Database System Contacts
Li Liu, Bureau Chief, School Business Services
Lisa Millians, Bureau Chief, PK-12 Education Information Services
Josh Bemis, Educational Policy Director, Office of Funding and Financial Reporting
Miguel Aquino, Educational Policy Consultant, Office of Funding and Financial Reporting

ATTENTION: Miguel Aquino

Miguel.Aquino@fldoe.org

Due Date: December 29, 2025

Date: _____

Li Liu, Bureau Chief
Florida Department of Education
Bureau of School Business Services
325 West Gaines Street, Room 814
Tallahassee, Florida 32399-0400

Dear Ms. Liu:

This letter certifies the student transportation information totals in the Automated Student Transportation Survey Information Database for the July 2025 and October 2025 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.

	Total <u>Buses</u> (Excluding Intersession)	Total <u>Adjusted Base Students</u>	Total <u>Adjusted ESE Students</u>
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July 2025 survey totals _____ _____ _____

October 2025 survey totals _____ _____ _____

Contact Name: _____ Phone Number: _____

Email Address: _____

Sincerely,

Signature of District School Superintendent or Designee

APPENDIX A

Schedule of State Processing Dates for 2025-2026 thru 2028-2029

2025-2026	2026-2027
<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	<u>Survey 1</u> Survey Week: July 13 – 17, 2026 Due Date: July 31, 2026 State Processing: July 27 – September 11, 2026 Final Update/Amendment Date: September 30, 2026
<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	<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
<u>Survey 3</u> Survey Week: February 2 – 6, 2026 Due Date: February 13, 2026 State Processing: February 9 – 27, 2026 Final Update/Amendment Date: April 15, 2026	<u>Survey 3</u> Survey Week: February 8 – 12, 2027 Due Date: February 19, 2027 State Processing: February 15 – March 5, 2027 Final Update/Amendment Date: April 15, 2027
<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	<u>Survey 4</u> Survey Week: June 14 – 18, 2027 Due Date: July 2, 2027 State Processing: June 21 – July 9, 2027 Final Update/Amendment Date: August 15, 2027
<u>Survey 5</u> Due Date: July 24, 2026 State Processing: July 20 – August 7, 2026 Final Update/Amendment Date: October 31, 2026	<u>Survey 5</u> Due Date: July 23, 2027 State Processing: July 19 – August 6, 2027 Final Update/Amendment Date: October 31, 2027
2027-2028	2028-2029
<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	<u>Survey 1</u> Survey Week: July 10 – 14, 2028 Due Date: July 28, 2028 State Processing: July 24 – September 8, 2028 Final Update/Amendment Date: September 30, 2028
<u>Survey 2</u> Survey Week: October 4 – 8, 2027 Due Date: October 15, 2027 State Processing: October 11 – November 5, 2027 Final Update/Amendment Date: December 15, 2027	<u>Survey 2</u> Survey Week: October 2 – 6, 2028 Due Date: October 13, 2028 State Processing: October 9 – November 3, 2028 Final Update/Amendment Date: December 15, 2028
<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	<u>Survey 3</u> Survey Week: February 5 – 9, 2029 Due Date: February 16, 2029 State Processing: February 12 – March 2, 2029 Final Update/Amendment Date: April 15, 2029
<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	<u>Survey 4</u> Survey Week: June 11 – 15, 2029 Due Date: June 29, 2029 State Processing: June 18 – July 6, 2029 Final Update/Amendment Date: August 15, 2029
<u>Survey 5</u> Due Date: July 21, 2028 State Processing: July 17 – August 4, 2028 Final Update/Amendment Date: October 31, 2028	<u>Survey 5</u> Due Date: July 20, 2029 State Processing: July 16 – August 3, 2029 Final Update/Amendment Date: October 31, 2029



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District School Superintendents
October 3, 2025
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