

FLORIDA DEPARTMENT OF EDUCATION



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CONTACT PERSONS:

NAME: Mark Eggers
Charlie Hood
Ruth Jones

PHONE: (850) 245-0351
(850) 245-9795
(850) 245-9577

MEMORANDUM

DATE: August 8, 2012

TO: District School Superintendents

FROM: Linda Champion

SUBJECT: July 2012-13 Student Transportation Survey Information and
2012-13 Student Transportation General Instructions

The July 2012-13 student transportation survey was conducted the week of July 9-13, 2012. The Automated Student Information System (student transportation format) is used by all districts to transmit their July student transportation information.

The student transportation reporting requirements remain unchanged from the 2011-12 fiscal year. Please refer to the attached 2012-13 Student Transportation General Instructions for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. A list of the reporting deadlines is attached for your convenience. The deadline for initial full submission of July survey data was Friday, July 27, 2012. Any corrections or revisions to this data must be addressed prior to Sunday, September 30, 2012, the system cutoff date. The attached form letter, which certifies the adjusted student membership and the number of buses reported on the database, must be signed

LINDA CHAMPION
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

District School Superintendents

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by the superintendent or designee and submitted no later than Friday, October 5, 2012. The July student transportation information provided in this letter must match that reported in the district database as of the system cutoff 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 Department's report to ensure that accurate information is used in the transportation funding formula.

Please call Mark Eggers (School Business Services) at (850) 245-0351, Charlie Hood (School Transportation) at (850) 245-9795, or Ruth Jones (Education Information and Accountability Services) at (850) 245-9577 if assistance is needed.

LC/kj

Attachments: July 2012-13 Student Transportation Certification Letter
Student Transportation Reporting Deadlines 2012-13 through 2015-16
2012-13 Student Transportation General Instructions

cc: District Transportation Directors
District MIS Directors
District Finance Officers
Charter School Contacts

ATTACHMENT A

ATTENTION: KAREN JOHNSON
Due Date: October 5, 2012

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 certifies the student transportation information totals in the Automated Student Transportation Survey Information Database for the July survey for the _____ School District. Zeros entered below indicate that there were no transported students during the survey period. All district schools, as appropriate, are represented.

	<u>Total Buses</u> (Excluding Intersession)	<u>Total Adjusted Base Students</u>	<u>Total Adjusted ESE Students</u>
July 2012 survey total	_____	_____	_____

Sincerely,

Signature of District School Superintendent or Designee

ATTACHMENT B

**Student Transportation Reporting Deadlines
2012-13 through 2015-16**

<p>2012-13</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>2014-15</p> <p><u>Survey 1</u> Survey Week: July 7-11, 2014 Due Date: July 25, 2014 State Processing: July 21-September 12, 2014 Final Update/Amendment: September 30, 2014</p> <p><u>Survey 2</u> Survey Week: October 13-17, 2014 Due Date: October 31, 2014 State Processing: October 20-November 14, 2014 Final Update/Amendment Date: March 31, 2015</p> <p><u>Survey 3</u> Survey Week: February 9-13, 2015 Due Date: February 27, 2015 State Processing: February 16-March 13, 2015 Final Update/Amendment Date: July 31, 2015</p> <p><u>Survey 4</u> Survey Week: June 15-19, 2015 Due Date: July 6, 2015 State Processing: June 29-July 17, 2015 Final Update/Amendment Date: August 31, 2015</p>
<p>2013-14</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>	<p>2015-16</p> <p><u>Survey 1</u> Survey Week: July 6-10, 2015 Due Date: July 24, 2015 State Processing: July 20-September 11, 2015 Final Update/Amendment: September 30, 2015</p> <p><u>Survey 2</u> Survey Week: October 12-16, 2015 Due Date: October 30, 2015 State Processing: October 19-November 13, 2015 Final Update/Amendment Date: March 31, 2016</p> <p><u>Survey 3</u> Survey Week: February 8-12, 2016 Due Date: February 26, 2016 State Processing: February 15-March 11, 2016 Final Update/Amendment Date: July 31, 2016</p> <p><u>Survey 4</u> Survey Week: June 13-17, 2016 Due Date: July 5, 2016 State Processing: June 27-July 15, 2016 Final Update/Amendment Date: August 31, 2016</p>