

# FLORIDA DEPARTMENT OF EDUCATION



## STATE BOARD 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: July 8, 2011  
TO: District School Superintendents  
FROM: Linda Champion  
SUBJECT: July 2011-12 Transportation Survey Information and  
2011-12 Student Transportation General Instructions

This document is intended to assist school districts and charter schools in providing safe and efficient transportation services to Florida's student population. The July 2011-12 student transportation survey will be conducted the week of July 11-15, 2011. 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 2010-11 fiscal year. Please refer to the attached [Student Transportation General Instructions 2011-12](#) 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 is Friday, July 29, 2011. Any corrections or revisions to this data must be addressed prior to Friday, September 30, 2011, the system cutoff date. The attached form letter, which certifies the adjusted student

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

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membership and the number of buses reported on the database, must be signed by the superintendent or designee and submitted no later than Thursday, October 6, 2011. The July student transportation information provided in this letter must match that reported in the 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

cc: Transportation Directors  
MIS Directors  
Finance Officers  
Charter School Contacts

ATTACHMENT A

ATTENTION: Karen Johnson

**Due Date: October 6, 2011**

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

Fax Number: (850) 245-9135

Mark Eggers  
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. 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 2011 survey total	_____	_____	_____

Sincerely,

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

ATTACHMENT B

**Student Transportation Reporting Deadlines  
2011-12 through 2014-15**

<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>
<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>2014-15</b></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>