

# FLORIDA DEPARTMENT OF EDUCATION



## STATE BOARD OF EDUCATION

---

T. WILLARD FAIR, *Chairman*

### Members

PETER BOULWARE

DR. AKSHAY DESAI

ROBERTO MARTÍNEZ

JOHN R. PADGET

KATHLEEN SHANAHAN

LINDA K. TAYLOR

Dr. Eric J. Smith  
Commissioner of Education



## CONTACT PERSONS

**NAME:** Martha Haynes  
Herman Carter  
Ruth Jones

**PHONE:** (850) 245-0405  
(850) 245-9795  
(850) 245-0400

## MEMORANDUM

**DATE:** January 19, 2010

**TO:** District School Superintendents

**FROM:** Linda Champion

**SUBJECT:** February 2009-10 Transportation Survey

This document is intended to assist school districts in the reporting of student transportation information as required by Section 1011.68, Florida Statutes. The February 2009-10 student transportation survey will be conducted the week of February 8-12, 2010. The Automated Student Information System (student transportation format) is used by all districts to transmit their February student transportation information.

Please refer to the 2009-10 Student Transportation General Instructions on-line at <http://www.fldoe.org/fefp/trans.asp> for information regarding 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 February survey data is Friday, February 26, 2010. Any corrections or revisions

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

District School Superintendents

January 19, 2010

Page 2

to these data must be addressed prior to Friday, March 12, 2010, 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 by the District School Superintendent or designee and submitted no later than Thursday, March 18, 2010. The February 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 Martha Haynes (Office of Funding and Financial Reporting) at (850) 245-0405, Herman Carter (School Transportation) at (850) 245-9795, or Ruth Jones (Education Information and Accountability Services) at (850) 245-0400 if assistance is needed.

LC/mh

Attachments

cc: Transportation Directors  
Finance Officers  
MIS Directors

ATTENTION: Cathy Cross

Due Date: March 18, 2010

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

Fax Number: (850) 245-9135

Martha Haynes, Ph.D.  
Florida Department of Education  
Office of Funding and Financial Reporting  
325 W. Gaines Street, Room 824  
Tallahassee, Florida 32399-0400

Dear Dr. Haynes:

This letter certifies the student transportation information totals in the Automated Student Transportation Survey Information Database for the July, October, and February surveys for the \_\_\_\_\_ School District. Zeros entered below indicate that there were no transported students during the July 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 2009 survey total	_____	_____	_____
October 2009 survey total	_____	_____	_____
February 2010 survey total	_____	_____	_____

Sincerely,

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

MH:jh

**Student Transportation  
Reporting Deadlines 2008-09 through 2011-12**

**2008-09**

Survey 1

Survey Week: July 14-18, 2008  
Due Date: August 1, 2008  
State Processing: July 28-September 19, 2008  
Final Update/Amendment Date: September 30, 2008

Survey 2

Survey Week: October 13-17, 2008  
Due Date: October 31, 2008  
State Processing: October 20-November 14, 2008  
Final Update/Amendment Date: March 31, 2009

Survey 3

Survey Week: February 9-13, 2009  
Due Date: February 27, 2009  
State Processing: February 16-March 13, 2009  
Final Update/Amendment Date: July 31, 2009

Survey 4

Survey Week: June 8-12, 2009  
Due Date: June 26, 2009  
State Processing: June 22-July 10, 2009  
Final Update/Amendment Date: August 31, 2009

**2009-10**

Survey 1

Survey Week: July 13-17, 2009  
Due Date: July 31, 2009  
State Processing: July 27-September 18, 2009  
Final Update/Amendment: September 30, 2009

Survey 2

Survey Week: October 12-16, 2009  
Due Date: October 30, 2009  
State Processing: October 19-November 13, 2009  
Final Update/Amendment Date: March 31, 2010

Survey 3

Survey Week: February 8-12, 2010  
Due Date: February 26, 2010  
State Processing: February 15-March 12, 2010  
Final Update/Amendment Date: July 31, 2010

Survey 4

Survey Week: June 14-18, 2010  
Due Date: July 2, 2010  
State Processing: June 28-July 16, 2010  
Final Update/Amendment Date: August 31, 2010

**2010-11**

Survey 1

Survey Week: July 12-16, 2010  
Due Date: July 30, 2010  
State Processing: July 26-September 17, 2010  
Final Update/Amendment: September 30, 2010

Survey 2

Survey Week: October 11-15, 2010  
Due Date: October 29, 2010  
State Processing: October 18-November 12, 2010  
Final Update/Amendment Date: March 31, 2011

Survey 3

Survey Week: February 7-11, 2011  
Due Date: February 25, 2011  
State Processing: February 14-March 11, 2011  
Final Update/Amendment Date: July 31, 2011

Survey 4

Survey Week: June 13-17, 2011  
Due Date: July 1, 2011  
State Processing: June 27-July 15, 2011  
Final Update/Amendment Date: August 31, 2011

**2011-12**

Survey 1

Survey Week: July 11-15, 2011  
Due Date: July 29, 2011  
State Processing: July 25-September 16, 2011  
Final Update/Amendment: September 30, 2011

Survey 2

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

Survey 3

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

Survey 4

Survey Week: June 11-15, 2012  
Due Date: June 29, 2012  
State Processing: June 25-July 13, 2012  
Final Update/Amendment Date: August 31,