



Andy Tuck, *Chair*  
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Ben Gibson  
Tom Grady  
Michael Olenick  
Ryan Petty  
Joe York

**CONTACT PERSONS:**

**NAMES:** Josh Bemis  
Teresa Sancho  
**PHONE:** 850-245-0405  
850-245-0400

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Suzanne Pridgeon

**DATE:** January 30, 2020

**SUBJECT: February 2019-20 Student Transportation Survey Information**

The February 2019-20 student transportation survey will be conducted during the week of February 3-7, 2020. The Automated Student Information System (student transportation format) will be used by all districts to transmit their February student transportation survey information. Please refer to Appendix G of the [2019-20 FTE General Instructions](#) for information regarding student eligibility and reporting criteria, and instructions for the Automated Student Information System.

The initial due date for reporting February survey data is Friday, February 14, 2020. Any corrections or revisions to this data must be addressed by Wednesday, April 15, 2020, the final amendment date, in order to be incorporated into the 2019-20 Florida Education Finance Program (FEFP) Fourth 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 no later than **Wednesday, April 22, 2020**. The February student transportation information provided in this letter must match that reported in the district database as of the April 15, 2020, 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 this letter will be compared with the Florida Department of Education's (department) report to ensure that accurate information is used in the transportation funding formula.

Charter schools with eligible students who are reported for FEFP transportation funding must submit their ridership reports to the sponsoring school district. The district will include these

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

students 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 prior to the survey regarding the district's reporting process and procedures. Please email or call the department's School Transportation Management Office at [schtrans@fldoe.org](mailto:schtrans@fldoe.org) or 850-245-9795 if you need contact information for local school district transportation personnel.

Please call Josh Bemis, School Business Services, at 850-245-0405, or Teresa Sancho, PK-12 Education Information Services, at 850-245-0400, if assistance in reporting student transportation data is needed. The signed certification letter should be emailed to [James.Andrews@fldoe.org](mailto:James.Andrews@fldoe.org) or faxed to 850-245-9135.

SP/ja

Attachments: February 2019-20 Student Transportation Certification Letter  
Student Transportation Reporting Deadlines 2019-20 through 2022-23

cc: District Charter School Contacts  
District Transportation Directors  
District Finance Officers  
District Management Information System Directors  
District Management Information System Contacts  
Mark Eggers, Assistant Deputy Commissioner  
Teresa Sancho, Deputy Director  
Josh Bemis, Educational Policy Director  
James Andrews, Educational Policy Consultant

ATTENTION: James Andrews  
[james.andrews@fldoe.org](mailto:james.andrews@fldoe.org)  
**Due Date: April 22, 2020**

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

Fax Number: 850-245-9135

Mark Eggers, Assistant Deputy Commissioner  
Florida Department of Education  
Bureau of School Business Services  
325 West 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 2019, October 2019 and February 2020 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.

	<u>Total Buses</u> (Excluding Intersession)	<u>Total Adjusted Base Students</u>	<u>Total Adjusted ESE Students</u>
July 2019 survey totals	_____	_____	_____
October 2019 survey totals	_____	_____	_____
February 2020 survey totals	_____	_____	_____

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Sincerely,

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

## Transportation Reporting Deadlines 2019-20 through 2022-23

<p><b>2019-20</b>  <u>Survey 1</u>            Survey Week: July 8-12, 2019            Due Date: July 26, 2019            State Processing: July 22-September 13, 2019            Final Update/Amendment Date: September 30, 2019</p> <p><u>Survey 2</u>            Survey Week: October 7-11, 2019            Due Date: October 18, 2019            State Processing: October 14-November 1, 2019            Final Update/Amendment Date: December 15, 2019</p> <p><u>Survey 3</u>            Survey Week: February 3-7, 2020            Due Date: February 14, 2020            State Processing: February 10-February 28, 2020            Final Update/Amendment Date: April 15, 2020</p> <p><u>Survey 4</u>            Survey Week: June 8-12, 2020            Due Date: July 2, 2020            State Processing: June 22-July 10, 2020            Final Update/Amendment Date: August 15, 2020</p>	<p><b>2020-21</b>  <u>Survey 1</u>            Survey Week: July 6-10, 2020            Due Date: July 24, 2020            State Processing: July 20-September 11, 2020            Final Update/Amendment Date: September 30, 2020</p> <p><u>Survey 2</u>            Survey Week: October 5-9, 2020            Due Date: October 16, 2020            State Processing: October 12- October 30, 2020            Final Update/Amendment Date: December 15, 2020</p> <p><u>Survey 3</u>            Survey Week: February 8-12, 2021            Due Date: February 19, 2021            State Processing: February 15-March 5, 2021            Final Update/Amendment Date: April 15, 2021</p> <p><u>Survey 4</u>            Survey Week: June 7-11, 2021            Due Date: July 2, 2021            State Processing: June 21-July 9, 2021            Final Update/Amendment Date: August 15, 2021</p>
<p><b>2021-22</b>  <u>Survey 1</u>            Survey Week July 12-16, 2021            Due Date: July 30, 2021            State Processing: July 26 – September 10, 2021            Final Update/Amendment Date: September 30, 2021</p> <p><u>Survey 2</u>            Survey Week: October 11-15, 2021            Due Date: October 22, 2021            State Processing: October 18 – November 5, 2021            Final Update/Amendment Date: December 15, 2021</p> <p><u>Survey 3</u>            Survey Week: February 7-11, 2022            Due Date: February 18, 2022            State Processing: February 14 – March 4, 2022            Final Update/Amendment Date: April 15, 2022</p> <p><u>Survey 4</u>            Survey Week: June 6-10, 2022            Due Date: July 1, 2022            State Processing: June 20 – July 8, 2022            Final Update/Amendment Date: August 15, 2022</p>	<p><b>2022-23</b>  <u>Survey 1</u>            Survey Week July 11-15, 2022            Due Date: July 29, 2022            State Processing: July 25 – September 9, 2022            Final Update/Amendment Date: September 30, 2022</p> <p><u>Survey 2</u>            Survey Week: October 10-14, 2022            Due Date: October 21, 2022            State Processing: October 17 – November 4, 2022            Final Update/Amendment Date: December 15, 2022</p> <p><u>Survey 3</u>            Survey Week: February 6-10, 2023            Due Date: February 17, 2023            State Processing: February 13 – March 3, 2023            Final Update/Amendment Date: April 15, 2023</p> <p><u>Survey 4</u>            Survey Week: June 5-9, 2023            Due Date: June 30, 2023            State Processing: June 19 – July 7, 2023            Final Update/Amendment Date: August 15, 2023</p>