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CONTACT PERSONS:

NAMES: Josh Bemis
Judy Lenczyk
PHONE: 850-245-0405
850-245-0400

MEMORANDUM

TO: District School Superintendents

FROM: Suzanne Pridgeon

DATE: November 14, 2022

SUBJECT: October 2022-23 Student Transportation Survey Information

The October 2022-23 student transportation survey (Survey 2) was to be conducted during the week of October 10-14, 2022, unless the Commissioner of Education approved an alternative date for a district as provided for in rule 6A-1.0451(3), Florida Administrative Code. The Automated Student Information System (student transportation format) will be used by all districts to transmit their October student transportation survey information. The *2022-23 Full-Time Equivalent (FTE) General Instructions*, which provides detailed instructions for reporting FTE, have been approved by the State Board of Education and are attached to this memorandum.

The initial due date for reporting October survey data is October 21, 2022. Any corrections or revisions to this data must be addressed by Thursday, December 15, 2022, the final amendment date, in order to be incorporated into the 2022-23 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 no later than **Wednesday, December 21, 2022**. The October student transportation information provided in the letter must match that reported in the district database as of the December 15, 2022, 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 Florida Department of Education's (department) 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, which will include these students in the survey data submitted to the department. **Charter schools do not have to submit a certification letter to the**

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

October 2022-23 Student Transportation Survey Information

November 14, 2022

Page Two

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.

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

SP/ja

Attachments: October 2022-23 Student Transportation Certification Letter
Student Transportation Reporting Deadlines 2022-23 to 2025-26
2022-23 FTE General Instructions

cc: District Charter School Contacts
District Transportation Directors
District Finance Officers
District Management Information System Directors
District MIS Student Database System Contacts
Mark Eggers, Assistant Deputy Commissioner, Division of Finance and Operations
Judy Lenczyk, Education Information Services Manager
Josh Bemis, Educational Policy Director, Office of Funding and Financial Reporting
James Andrews, Educational Policy Consultant, Office of Funding and Financial Reporting

ATTENTION: James Andrews
James.Andrews@fldoe.org
Due Date: December 21, 2022

Date: _____

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 and October 2022 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 2022 survey totals	_____	_____	_____
October 2022 survey totals	_____	_____	_____

Contact Name: _____

Phone Number: _____

Email Address: _____

Sincerely,

Signature of District School Superintendent or Designee

APPENDIX A

Schedule of State Processing Dates 2022-23 through 2025-26

<p>2022-23</p> <p><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 12 – 16, 2023 Due Date: June 30, 2023 State Processing: June 19 – July 7, 2023 Final Update/Amendment Date: August 15, 2023</p>	<p>2023-24</p> <p><u>Survey 1</u> Survey Week: July 10 – 14, 2023 Due Date: July 28, 2023 State Processing: July 24 – September 8, 2023 Final Update/Amendment Date: September 30, 2023</p> <p><u>Survey 2</u> Survey Week: October 9 – 13, 2023 Due Date: October 20, 2023 State Processing: October 16 – November 3, 2023 Final Update/Amendment Date: December 15, 2023</p> <p><u>Survey 3</u> Survey Week: February 5 – 9, 2024 Due Date: February 16, 2024 State Processing: February 12 – March 1, 2024 Final Update/Amendment Date: April 15, 2024</p> <p><u>Survey 4</u> Survey Week: June 10 – 14, 2024 Due Date: June 28, 2024 State Processing: June 17 – July 5, 2024 Final Update/Amendment Date: August 15, 2024</p>
<p>2024-25</p> <p><u>Survey 1</u> Survey Week: July 8 – 12, 2024 Due Date: July 26, 2024 State Processing: July 22 – September 6, 2024 Final Update/Amendment Date: September 30, 2024</p> <p><u>Survey 2</u> Survey Week: October 7 – 11, 2024 Due Date: October 18, 2024 State Processing: October 14 – November 1, 2024 Final Update/Amendment Date: December 15, 2024</p> <p><u>Survey 3</u> Survey Week: February 3 – 7, 2025 Due Date: February 14, 2025 State Processing: February 10 – 28, 2025 Final Update/Amendment Date: April 15, 2025</p> <p><u>Survey 4</u> Survey Week: June 16 – 20, 2025 Due Date: July 3, 2025 State Processing: June 23 – July 11, 2025 Final Update/Amendment Date: August 15, 2025</p>	<p>2025-26</p> <p><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</p> <p><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</p> <p><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</p> <p><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</p>