



**State Board of Education**

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Commissioner of Education

**CONTACT PERSONS:**

**NAMES:** Jamie Warrington  
Todd Clark  
**PHONE:** 850-245-9795  
850-245-0400

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Linda Champion

**DATE:** February 18, 2016

**SUBJECT: February 2015-16 Student Transportation Survey Information**

The February 2015-16 student transportation survey was conducted the week of February 8-12, 2016. The Automated Student Information System (student transportation format) will be used by all districts to transmit their February student transportation information.

Please refer to the [2015-16 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 the February survey data is Friday, February 26, 2016. Any corrections or revisions to this data, prior to the amendment window, must be addressed by Friday, March 11, 2016, 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 superintendent or designee and submitted no later than Friday, March 18, 2016. The February 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

Linda Champion  
Deputy Commissioner, Finance and Operations

District School Superintendents

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department's report to ensure that accurate information is used in the transportation funding formula.

Charter schools with students who are eligible and reported for Florida Education Finance Program transportation funding must submit their ridership reports to the sponsoring school district. The district will include these students in the survey data submitted to the department. Charter schools 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 e-mail or call the department's School Transportation 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 Jamie Warrington (School Transportation Office) at 850-245-9795 or Todd Clark (PK-12 Education Information Services) at 850-245-0400 if assistance is needed.

If it is necessary to fax the student transportation certification letter to meet the March 18, 2016, deadline, please use the following fax number: 850-245-9135.

LC/am

Attachments: February 2015-16 Student Transportation Certification Letter  
Student Transportation Reporting Deadlines 2015-16 through 2018-19

cc: District Transportation Directors  
District Management Information System Directors  
District Finance Officers  
District Charter School Contacts

ATTENTION: ANDREW MORRELL  
**Due Date: March 18, 2016**

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 2015, October 2015 and February 2016 surveys for the \_\_\_\_\_ 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 2015 survey total	_____	_____	_____
October 2015 survey total	_____	_____	_____
February 2016 survey total	_____	_____	_____

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

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

Sincerely,

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

## FTE Reporting Deadlines 2015-16 through 2018-19

<p><b>2015-16</b></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 Date: 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>	<p><b>2016-17</b></p> <p><u>Survey 1</u>            Survey Week: July 11-15, 2016            Due Date: July 29, 2016            State Processing: July 25-September 16, 2016            Final Update/Amendment Date: September 30, 2016</p> <p><u>Survey 2</u>            Survey Week: October 10-14, 2016            Due Date: October 28, 2016            State Processing: October 17-November 11, 2016            Final Update/Amendment Date: March 31, 2017</p> <p><u>Survey 3</u>            Survey Week: February 6-10, 2017            Due Date: February 24, 2017            State Processing: February 13-March 10, 2017            Final Update/Amendment Date: July 31, 2017</p> <p><u>Survey 4</u>            Survey Week: June 12-16, 2017            Due Date: July 3, 2017            State Processing: June 26-July 14, 2017            Final Update/Amendment Date: August 31, 2017</p>
<p><b>2017-18</b></p> <p><u>Survey 1</u>            Survey Week: July 10-14, 2017            Due Date: July 28, 2017            State Processing: July 24-September 15, 2017            Final Update/Amendment Date: September 30, 2017</p> <p><u>Survey 2</u>            Survey Week: October 9-13, 2017            Due Date: October 27, 2017            State Processing: October 16-November 10, 2017            Final Update/Amendment Date: March 31, 2018</p> <p><u>Survey 3</u>            Survey Week: February 5-9, 2018            Due Date: February 23, 2018            State Processing: February 12-March 9, 2018            Final Update/Amendment Date: July 31, 2018</p> <p><u>Survey 4</u>            Survey Week: June 11-15, 2018            Due Date: July 6, 2018            State Processing: June 25-July 13, 2018            Final Update/Amendment Date: August 31, 2018</p>	<p><b>2018-19</b></p> <p><u>Survey 1</u>            Survey Week: July 9-13, 2018            Due Date: July 27, 2018            State Processing: July 23-September 14, 2018            Final Update/Amendment Date: September 30, 2018</p> <p><u>Survey 2</u>            Survey Week: October 8-12, 2018            Due Date: October 26, 2018            State Processing: October 15-November 9, 2018            Final Update/Amendment Date: March 31, 2019</p> <p><u>Survey 3</u>            Survey Week: February 4-8, 2019            Due Date: February 22, 2019            State Processing: February 11-March 8, 2019            Final Update/Amendment Date: July 31, 2019</p> <p><u>Survey 4</u>            Survey Week: June 10-14, 2019            Due Date: July 5, 2019            State Processing: June 24-July 12, 2019            Final Update/Amendment Date: August 31, 2019</p>