



State Board of Education

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CONTACT PERSONS:

NAMES: Suzanne Tart
Ronnie McCallister
Todd Clark

PHONE: 850-245-0405
850-245-9795
850-245-0400

MEMORANDUM

DATE: June 11, 2015

TO: District School Superintendents

FROM: Linda Champion

SUBJECT: June 2014-15 Student Transportation Survey Information

The June 2014-15 student transportation survey will be conducted the week of June 15-19, 2015. The Automated Student Information System (student transportation format) will be used by all districts to transmit their June student transportation information.

As indicated in the July 3, 2014, memorandum regarding the July 2014-15 student transportation survey and the 2014-15 Student Transportation General Instructions, the student transportation reporting requirements have been revised for 2014-15. Please refer to the [2014-15 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 submission of June survey data is Monday, July 6, 2015. Any corrections or revisions to this data must be submitted prior to the final amendment date of August 31, 2015. 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, September 4, 2015. The student transportation information provided in this letter must match that reported in the district database as of the final amendment 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

Linda Champion
Deputy Commissioner, Finance and Operations

District School Superintendents

June 11, 2015

Page Two

with the 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 Florida Department of Education. 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 or 850-245-9795 if you need contact information for local school district transportation personnel.

Please call Suzanne Tart (School Business Services) at 850-245-0405, Ronnie McCallister (School Transportation) at 850-245-9795 or Todd Clark (Education Information and Accountability Services) at 850-245-0400 for assistance.

LC/kh

Attachments: Student Transportation Certification Letter (for June 2015 Survey)
Student Transportation Reporting Deadlines 2014-15 through 2017-18

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

ATTENTION: THOMAS KAUFFMAN
Due Date: September 4, 2015

Date: _____

Fax Number: 850-245-9135

Chris Sanchez, Program Director
Florida Department of Education
Office of Funding and Financial Reporting
325 West Gaines Street, Room 814
Tallahassee, Florida 32399-0400

Dear Ms. Sanchez:

This letter certifies the student transportation information totals in the Automated Student Transportation Survey Information Database for the July 2014, October 2014, February 2015 and June 2015 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 ESE¹ Students</u>
July 2014 survey total	_____	_____	_____
October 2014 survey total	_____	_____	_____
February 2015 survey total	_____	_____	_____
June 2015 survey total	_____	_____	_____

Sincerely,

Signature of District School Superintendent or Designee

¹ ESE = Exceptional Student Education

Student Transportation Reporting Deadlines 2014-15 through 2017-18

<p>2014-15</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 Date: 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>	<p>2015-16</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>2016-17</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>2017-18</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>