



State Board of Education

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**CONTACT PERSON**

**NAME:** Gene Tanner  
**PHONE:** 850-245-5139

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Linda Champion 

**DATE:** October 13, 2017

**SUBJECT: Factors to Estimate Virtual Schools' 2017-18 October and February Full-Time Equivalent (FTE) Student Membership for the Third and Fourth 2017-18 Florida Education Finance Program (FEFP) Calculation**

Attached is a list of the factors that will be used to estimate each school district's virtual schools' 2017-18 October and February FTE student membership for the third and fourth 2017-18 FEFP calculations.

These factors were calculated by school district and grade based on the relationship between earned FTE and potential FTE for enrolled courses during the 2016-17 school year. For the third and fourth FEFP calculations, the factors will be used to estimate FTE student membership for virtual education courses.

Please review the recommended factors on the attached worksheet, then complete and email the worksheet to the Office of Funding and Financial Reporting at [BSBS\\_DistrictForecasting@fldoe.org](mailto:BSBS_DistrictForecasting@fldoe.org) by Friday, October 27, 2017. If these factors are not appropriate for determining the virtual schools' October and February FTE student membership, please propose revisions on the attached form. The review of these factors is critical because they are used in determining each district's estimated virtual October and February FTE, which will be included in the third and fourth 2017-18 FEFP calculations. The attached factors will be used if no response is received by the deadline.

LC/gt

Attachment: Factors to Estimate Virtual Schools' 2017-18 FTE

cc: District Finance Officers  
District FTE Administrators

Linda Champion  
Deputy Commissioner, Finance and Operations



**ATTENTION: GENE TANNER**

**Due Date: October 27, 2017**

BUREAU OF SCHOOL BUSINESS SERVICES  
OFFICE OF FUNDING AND FINANCIAL REPORTING

FACTORS TO ESTIMATE VIRTUAL SCHOOLS' 2017-18 FTE

\_\_\_\_\_ COUNTY SCHOOL DISTRICT

Please complete the form by indicating that the recommended factors listed below are appropriate for determining your virtual schools' FTE for October and February surveys. If the factors are not appropriate, please provide revisions by grade.

**Email the form to the Office of Funding and Financial Reporting at [BSBS\\_DistrictForecasting@fldoe.org](mailto:BSBS_DistrictForecasting@fldoe.org).**

- The recommended factors are appropriate for determining our virtual schools' FTE for October and February surveys.
- The recommended factors are not appropriate for determining our virtual schools' FTE for October and February surveys. Revised factors by grade are provided below.

Grade	DOE Suggested Virtual Factor	Revised Factor Proposed By District
KG	_____	_____
01	_____	_____
02	_____	_____
03	_____	_____
04	_____	_____
05	_____	_____
06	_____	_____
07	_____	_____
08	_____	_____
09	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____

\_\_\_\_\_  
Signature of FTE Administrator

\_\_\_\_\_  
Date of Signature