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CONTACT PERSONS:

NAMES: Josh Bemis
Lisa Millians
PHONE: 850-245-0405
850-245-0400

MEMORANDUM

TO: District School Superintendents

FROM: Suzanne Pridgeon

DATE: January 25, 2024

SUBJECT: February 2023-24 Full-Time Equivalent (FTE) Student Survey Information

Section (s.) 1011.62(1)(a), Florida Statutes (F.S.), requires Florida school districts to report FTE student membership by conducting periodic surveys throughout the school year. The February FTE student survey for the 2023-24 Florida Education Finance Program (FEFP) will be conducted during the week of February 5-9, 2024, and the data from this survey will be used in the fourth calculation of the 2023-24 FEFP. **“Date Certain” for all schools in all school districts is Friday of survey week.** “Date Certain” is the specific time for setting student schedules on the local student course record and is used for reporting the FTE Reported, Course data element.

Please see the attached list of cost factors and program numbers for the 2023-24 fiscal year, and the schedule of reporting deadlines for 2023-24 through 2026-27. The *2023-24 FTE General Instructions*, which provide detailed instructions for reporting FTE, have been approved by the Florida State Board of Education and are attached to this memorandum.

General Information

The system cut-off date for reporting February survey data to be used in the 2023-24 FEFP Fourth Calculation is April 15, 2024. All database entries must be complete as of this date to be included in the calculation. **It is important that validation reports be requested prior to this date and all FTE student data in error be corrected before submitting a certification letter to the Florida Department of Education (department).**

The attached form letter, which certifies February 2024 **reported** FTE student data, must be signed by the superintendent or designee and submitted to the Bureau of School Business Services no later than **May 1, 2024**. The unweighted reported FTE student totals provided in this letter must match the totals reported in the database as of the system cut-off date. **Once notified of the availability of certification**

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

reports, districts should use FTE Report 05.108 to verify FTE student data recorded in the database for the certification letter. The information in this letter will be compared to the department's report to ensure that accurate information is used to recalibrate FTE student data. Please note that only reported FTE student data should be provided in the FTE student data certification letter.

Family Empowerment Scholarship (FES) Program

Beginning in 2023-24, school districts are no longer responsible for reporting FTE students enrolled in the FES program. The department will report these students for each school district based on the number of students enrolled in and receiving payments through the FES program. When submitting certification letters, districts should include district-reported FTE only, not FES FTE. Each calculation of the FEFP will include a summary of the FES FTE associated with each school district.

FTE Student Data to be Reported

The Florida Virtual School (FLVS) part-time instruction program, credit recovery in virtual instruction programs, and virtual charter schools may operate for more than the 180-day school year and may report the associated FTE for funding. Instructional programs operating within Florida Department of Juvenile Justice (DJJ) programs and Incompetent to Proceed programs are required to provide 250 days of instruction over 12 months. Students attending residential DJJ facilities are funded for a 240- to 250-day school year. Nonresidential DJJ facilities are funded for a 230- to 250-day school year or the hourly equivalent. Other prekindergarten through grade 12 courses offered beyond the regular school year are funded through the Educational Enrichment Allocation. Although funding for such courses does not depend on reported FTE student data, districts are still required to report summer non-funded FTE student data in the Automated Student Information System so associated statistical reports can be generated.

In addition to the FTE student data for programs that operate for more than 180 days or the hourly equivalent, the FTE student data for credit completions or the prescribed level of content that counts toward promotion to the next grade in programs listed in s. 1011.62(1)(c), F.S., should be reported in the June survey for the following programs: school district virtual instruction programs ([s. 1002.45, F.S.](#)); school district virtual course offerings ([s. 1003.498, F.S.](#)); virtual charter school programs ([s. 1002.33, F.S.](#)); FLVS full-time programs ([s. 1002.37\(9\), F.S.](#)); franchises of FLVS ([s. 1002.37\(4\), F.S.](#)); and FLVS courses delivered on a public school campus (s. 1002.37(3)(d), F.S.). Students who successfully complete a virtual instruction course should be reported in the June survey. A virtual instruction course that is not successfully completed should be reported in the June survey with "FTE Reported, Course" equal to 0.0000.

Exceptional Student Education (ESE) Student Record

The FTE student records of students receiving ESE services (FEFP program numbers 111, 112, 113, 254 and 255) must have a matching ESE student record to generate funding under the FEFP.

Classroom Identification, Florida Inventory of School Houses (FISH) Number

To generate funding under the FEFP, each teacher course record for courses taught in a school district classroom in surveys 2 and 3 must contain a valid classroom identification FISH number that matches a number in the FISH file.

Reports 60.021 (Supplemental FTE Data File List) and 71.411 (Supplemental Bonus FTE) are available upon request. Report 60.021 provides data regarding the Florida Department of Children and Families programs, and report 71.411 provides data regarding the Florida Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, Early High School Graduation and Dual Enrollment programs. School districts can use these reports to verify the FTE in these programs. For additional information, consult the [2023-24 Student Information System Database Manual](#).

Please contact Josh Bemis, Office of Funding and Financial Reporting, at Josh.Bemis@fldoe.org or 850-245-0405, or Lisa Millians, Infrastructure and School Support, at Lisa.Millians@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: February 2023-24 FTE Student Certification Letter
Cost Factors and Program Numbers for the 2023-24 Fiscal Year
FTE Reporting Deadlines 2023-24 through 2026-27
2023-24 FTE General Instructions

cc: District FTE Administrators
District Finance Officers
District Management Information System Directors
District Management Information System Contacts
Mark Eggers, Assistant Deputy Commissioner, Division of Finance and Operations
Li Liu, Bureau Chief, School Business Services
Lisa Millians, Bureau Chief, Infrastructure and School Support
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: May 1, 2024

Date: _____

Mark Eggers, Assistant Deputy Commissioner
Florida Department of Education
Division of Finance and Operations
Bureau of School Business Services
325 West Gaines Street, Room 814
Tallahassee, Florida 32399-0400

Dear Mr. Eggers:

This letter certifies the reported PK-12 FTE student totals in the Florida Department of Education Information Database, as indicated by the final FTE report, **File 05.108**, for the July 2023, October 2023 and February 2024 surveys for the _____ County School District. All district schools are represented.

Total FEFP Reported PK-12 FTE
Florida Education Finance Program

July 2023 survey totals	_____
October 2023 survey totals	_____
February 2024 survey totals	_____

Contact Name: _____

Phone Number: _____

Email Address: _____

Note: The following programs are reported with FTE student data in surveys 1-4: Florida Virtual School (FLVS) serving students receiving part-time instruction, Department of Juvenile Justice programs, and Juveniles Incompetent to Proceed programs. District virtual programs and charter virtual schools are reported with zero FTE in surveys 2 and 3, and actual FTE is reported in survey 4. All other programs are reported only in surveys 2 and 3. FLVS, district virtual programs, and virtual charter schools are reported for FTE based on successful completions.

Sincerely,

Signature of District School Superintendent or Designee

Cost Factors and Program Numbers for the 2023-24 Fiscal Year

Program/Category	<u>Cost Factors</u>	<u>Program Numbers</u>
<u>BASIC PROGRAMS</u>		
PreK-3 Basic	1.122	101
4-8 Basic	1.000	102
9-12 Basic	0.988	103
PreK-3 Basic with ESE Services*	1.122	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	0.988	113
<u>EXCEPTIONAL STUDENT EDUCATION</u>		
Support Level 4	3.706	254
Support Level 5	5.707	255
<u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u>		
ESOL	1.208	130
<u>CAREER EDUCATION</u>		
Career Education 9-12	1.072	300

* Includes Prekindergarten ESE students, if not Level 4 or Level 5.

APPENDIX A

Schedule of State Processing Dates 2023-24 through 2026-27

<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 6 – 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>	<p>2026-27</p> <p><u>Survey 1</u> Survey Week: July 13 – 17, 2026 Due Date: July 31, 2026 State Processing: July 27 – September 11, 2026 Final Update/Amendment Date: October 3, 2026</p> <p><u>Survey 2</u> Survey Week: October 5 – 9, 2026 Due Date: October 16, 2026 State Processing: October 12 – November 6, 2026 Final Update/Amendment Date: December 18, 2026</p> <p><u>Survey 3</u> Survey Week: February 8 – 12, 2027 Due Date: February 19, 2027 State Processing: February 15 – March 5, 2027 Final Update/Amendment Date: April 17, 2027</p> <p><u>Survey 4</u> Survey Week: June 14 – 18, 2027 Due Date: July 2, 2027 State Processing: June 21 – July 2, 2027 Final Update/Amendment Date: August 19, 2027</p>