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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: February 3, 2025

SUBJECT: February 2024-25 Student Transportation Survey Information

The February 2024-25 student transportation survey (Survey 3) will be conducted during the week of February 3-7, 2025. The Automated Student Information System (student transportation format) will be used by all districts to transmit their February student transportation survey information. The *2024-25 FTE General Instructions*, which provides detailed instructions for reporting FTE, will be sent in a separate memorandum later in the year once approved by the State Board of Education.

The initial due date for reporting February survey data is February 14, 2025. Any corrections or revisions to this data must be addressed by February 28, 2025, the close of statewide processing, in order to be incorporated into the 2024-25 Florida Education Finance Program (FEFP) Fourth 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 **March 14, 2025**. The February student transportation information provided in the letter must match that reported in the district database as of the February 28, 2025, 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 for inclusion in the survey data submitted to the department. **Charter schools do not have to submit a certification letter to the 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.

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

District School Superintendents

February 3, 2025

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Please contact Josh Bemis, School Business Services, at Josh.Bemis@fldoe.org or 850-245-0405, or Lisa Millians, PreK-12 Education Information Services, 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 2024-25 Student Transportation Certification Letter
Student Transportation Reporting Deadlines 2024-25 to 2027-28

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
Li Liu, Bureau Chief, School Business Services
Lisa Millians, Bureau Chief, Education Information Services
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: March 14, 2025

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 2024, October 2024 and February 2025 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 2024 survey totals | _____ | _____ | _____ |
| October 2024 survey totals | _____ | _____ | _____ |
| February 2025 survey totals | _____ | _____ | _____ |

Contact Name: _____

Phone Number: _____

Email Address: _____

Sincerely,

Signature of District School Superintendent or Designee

APPENDIX A

Schedule of State Processing Dates for 2024-2025 thru 2027-2028

| | |
|---|--|
| <p>2024-2025</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><u>Survey 5</u> Due Date: July 25, 2025 State Processing: July 21 – August 8, 2025 Final Update/Amendment Date: October 31, 2025</p> | <p>2025-2026</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><u>Survey 5</u> Due Date: July 24, 2026 State Processing: July 20 – August 7, 2026 Final Update/Amendment Date: October 31, 2026</p> |
| <p>2026-2027</p> <p><u>Survey 1</u> Survey Week: July 6 – 10, 2026 Due Date: July 24, 2026 State Processing: July 20 – September 4, 2026 Final Update/Amendment Date: September 30, 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 15, 2026</p> <p><u>Survey 3</u> Survey Week: February 1 – 5, 2027 Due Date: February 15, 2027 State Processing: February 8 – 26, 2027 Final Update/Amendment Date: April 15, 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 15, 2027</p> <p><u>Survey 5</u> Due Date: July 23, 2027 State Processing: July 19 – August 13, 2027 Final Update/Amendment Date: October 31, 2027</p> | <p>2027-2028</p> <p><u>Survey 1</u> Survey Week: July 12 – 16, 2027 Due Date: July 30, 2027 State Processing: July 26 – September 10, 2027 Final Update/Amendment Date: September 30, 2027</p> <p><u>Survey 2</u> Survey Week: October 4 – 8, 2027 Due Date: October 15, 2027 State Processing: October 11 – 29, 2027 Final Update/Amendment Date: December 15, 2027</p> <p><u>Survey 3</u> Survey Week: February 7 – 11, 2028 Due Date: February 18, 2028 State Processing: February 14 – March 3, 2028 Final Update/Amendment Date: April 15, 2028</p> <p><u>Survey 4</u> Survey Week: June 12 – 16, 2028 Due Date: June 30, 2028 State Processing: June 19 – July 7, 2028 Final Update/Amendment Date: August 15, 2028</p> <p><u>Survey 5</u> Due Date: July 21, 2028 State Processing: July 17 – August 4, 2028 Final Update/Amendment Date: October 31, 2028</p> |