



State Board of Education

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**CONTACT PERSONS**

**NAME:** Carolyn DuBard  
Elisabeth Goodman  
**PHONE:** 850-245-0405

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Linda Champion

**DATE:** October 23, 2015

**SUBJECT: Factors to Estimate the Virtual Schools' October and February 2015-16 Full-Time Equivalent (FTE) Student Membership for the Third and Fourth 2015-16 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' October and February 2015-16 FTE student membership for the third and fourth 2015-16 FEFP calculations. Thirteen factors were calculated, one for each of the grades from kindergarten through grade 12.

These factors were calculated by school district and grade based on the relationship between earned FTE and potential FTE for courses enrolled during the 2014-15 school year. For the third and fourth FEFP calculations, the factors will be used to estimate FTE membership for virtual education courses.

**Please review the recommended factors on the attached worksheet and complete and fax the worksheet to Andrew Morrell at 850-245-9135 by Friday, October 30, 2015. 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 2015-16 FEFP calculations. The attached factors will be used if no response is received by the deadline.**

LC/eg

Attachment: Factors to Estimate Virtual Schools' FTE for October and February 2015-16 Surveys

cc: District Finance Officers  
District FTE Administrators

Linda Champion  
Deputy Commissioner, Finance and Operations

**ATTENTION: ANDREW MORRELL**

**Due Date: October 30, 2015**

FLORIDA DEPARTMENT OF EDUCATION BUREAU OF SCHOOL BUSINESS SERVICES  
OFFICE OF FUNDING AND FINANCIAL REPORTING

FACTORS TO ESTIMATE VIRTUAL SCHOOLS' FTE FOR OCTOBER AND FEBRUARY 2015-16 SURVEYS

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

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

**Fax the form to the Office of Funding and Financial Reporting at 850-245-9135.**

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

<u>Grade</u>	<u>Recommended Virtual Factor</u>	<u>Factor Proposed by School District</u>
KG	0.9500	_____
01	0.8885	_____
02	0.9500	_____
03	0.8545	_____
04	0.9498	_____
05	0.9500	_____
06	0.8795	_____
07	0.7953	_____
08	0.7085	_____
09	0.7000	_____
10	0.7000	_____
11	0.7000	_____
12	0.7177	_____

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

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