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NAMES: Lee Davis
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MEMORANDUM

TO: District School Superintendents

FROM: Suzanne Pridgeon

DATE: February 1, 2019

SUBJECT: February 2018-19 Full-Time Equivalent (FTE) Student Survey Information

This document is intended to assist school districts in reporting FTE students, as required by section 1011.62(1)(a), Florida Statutes (F.S.).

The 2018-19 Florida Education Finance Program (FEFP) February FTE student survey will be conducted during the week of February 4-8, 2019. The FTE student data from this survey will be used in the fourth calculation of the 2018-19 FEFP. Please see the attached list of cost factors and program numbers for the 2018-19 fiscal year, and the schedule of reporting deadlines for 2018-19 through 2021-22.

“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.

General Information

Please refer to the [2018-19 FTE General Instructions](#) for information regarding student eligibility and reporting criteria, and instructions for the Automated Student Information System. Significant changes for 2018-19 are identified on page v of the instructions.

The system cut-off date for reporting February survey data to be used in the 2018-19 FEFP Fourth Calculation is Friday, March 1, 2019. All database entry must be complete as of this date in order to be included in the 2018-19 FEFP Fourth Calculation. **It is important that validation reports be requested prior to this date, and all FTE student data in error be**

Suzanne Pridgeon
Interim Deputy Commissioner, Finance and Operations

corrected before submitting a certification letter to the Florida Department of Education (department). Changes may be submitted to this data through the close of the amendment window on Monday, April 15, 2019; however, any data submitted between March 1 and April 15 will not be included in the FEFP until the 2018-19 FEFP Final Calculation.

The attached form letter, which certifies February 2019 **reported** FTE student data, must be signed by the superintendent or designee and submitted to the Bureau of School Business Services no later than **Friday, March 8, 2019**. 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 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 with the department's report to ensure that accurate information is used in the FTE student recalibration process. Please note that only reported FTE student data should be provided in the FTE student data certification letter.

FTE Student Data to be Reported

The following programs may operate for more than the 180-day regular school year, or hourly equivalent, and may report the associated FTE for funding: programs in Florida Department of Juvenile Justice (DJJ) facilities; Juveniles Incompetent to Proceed programs; Florida Virtual School (FLVS) part-time instruction; and credit recovery in virtual instruction programs and virtual charter schools. Students attending DJJ facilities are funded for a 230- to 250-day school year. Other prekindergarten through grade 12 courses offered beyond the regular school year are funded through the Supplemental Academic Instruction and Reading Program allocations. 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(8), F.S.); franchises of the 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

With the exception of students in the McKay Scholarship for Students with Disabilities Program, 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; report 71.411 provides data regarding the Florida Advanced Placement, International Baccalaureate, Advanced International Certificate of Education and Early High School Graduation programs. School districts can use these reports to verify the FTE in these programs. For additional information, consult the [2018-19 Student Information System Database Manual](#).

Please call Lee Davis, School Business Services, at 850-245-0405, or Kenneth Dukes, PK-12 Education Information Services, at 850-245-0400 if assistance is needed. The signed certification letter should be emailed to Josh.Bemis@fldoe.org, or faxed to 850-245-9135.

SP/jb

Attachments: February 2018-19 FTE Student Certification Letter
Cost Factors and Program Numbers for the 2018-19 Fiscal Year
FTE Reporting Deadlines 2018-19 through 2021-22

cc: District FTE Administrators
District Finance Officers
District Management Information System Directors
District Management Information System Contacts
Mark Eggers, Assistant Deputy Commissioner
Lee Davis, Senior Educational Program Director
Kenneth Dukes, Database Manager