



**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

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FINANCE TAM: 2025-001  
CONTACT: Julie Perry, Chief Financial Officer  
TELEPHONE: 833-5840

TO: School Principals  
FROM: Julie Perry, Chief Financial Officer *Julie A. Perry*  
DATE: July 8, 2024  
SUBJECT: Family Empowerment Scholarship Contracted Classes

**Students enrolled in the Family Empowerment Scholarship (FES) program are not eligible to attend public school classes unless the parent agrees to enter into a contract for services and pay the corresponding tuition. Tuition will begin with the first semester of the 2024-2025 school year.**

Per Florida Statute 1002.394(4)(a)7, Family Empowerment Scholarship funding may be used to pay contracted services provided by a public school or school district, including classes. Please perform the following steps to ensure the correct procedure is followed.

Step 1

- If a student is homeschooled, contact Christy Corbin's office to verify that the student is registered.
- If the student is not registered with Ms. Corbin's office, inform the parent that the student must be registered as a homeschool student in order to complete registration for the class(es).
- If the parent states that they cannot register because they are participating in FES, inform the parent that in order for their child to take the class(es) at your school, the parent must enter into a contract and pay tuition.
- Per the Florida Department of Education, if a parent does not proactively disclose participation in FES and the District reports the student for FTE, the student's scholarship eligibility is in jeopardy.

Step 2

Use the provided Excel workbook (FES Contracted Class Cost FY 2025) to create the FES contract for the class(es) the student wishes to attend. Sample pages are attached to this memo, and a sample Excel workbook is also being sent. This workbook will be updated each school year based on the FEFP revenue received from the State. There are four tabs in the workbook:

- Elementary Calc – Fill in the requested information for an Elementary FES student.
  - There is a section for each semester.
  - Be sure to enter an "X" for the appropriate class(es) and enter the Program Number (101 or 102).
  - The grade levels for each Program Number are noted on Line 26.
  - The information will be used to automatically create a contract on the next tab – Elementary Parent Form.
- Elementary Parent Form – Print this tab for parent signature.
  - Funding must be collected prior to start of classes.
  - There will be no proration of funding and no refunds.

- Secondary Calc – Fill in the requested information for a Secondary FES student.
  - There is a section for each semester for Basic Class(es) and CTE Class(es).
  - CTE Class(es) are listed separately as they have a different Program Cost Factor.
  - Type the name of the class(es) in the areas provided and indicate whether the Basic Class(es) are Program Number 102 or 103.
  - The grade levels for each Program Number are noted in Line 8 Columns I and J.
  - The Program Number for CTE Class(es) defaults to 300.
  - The information will be used to automatically create a contract on the next tab – Secondary Parent Form.
- Secondary Parent Form – Print this tab for parent signature.
  - Funding must be collected prior to start of classes.
  - There will be no proration of funding and no refunds.

Step 3

- Send the collected funds, a copy of the contract, and a completed MIS 3218 – Cash Refund/Transmittal Form to the Accounting & Financial Reporting Department. The funds will be appropriated to District FTE Reserves (1010.9890.0994.9026).
- E-mail a copy of the contract to Wendy Meserve, Director, Forecasting & SIS Services.
- E-mail a copy of the contract to Julie Perry, Chief Financial Officer.

Should you have any questions or require additional information, please do not hesitate to contact:

Julie Perry – 850-833-5850 (65850) – Excel worksheet and funding questions  
Wendy Meserve – 850-689-7475 (62227) – Student Data/FTE Reporting

Attachments

cc: Senior Staff  
Registrars  
School Bookkeepers  
Wendy Meserve, Director, Forecasting & SIS Services

**School District of Okaloosa County**  
**Cost of Contracted Class for Family Empowerment Scholarship Students**  
**Elementary School Classes Only**  
**Fiscal Year 2024-2025**

School Name:  Date:   
School Address:

Student Name:  Grade:

Class(es) Taken:	Aug. 12, 2024 - Dec. 20, 2024			Jan. 8, 2025 - May 29, 2025		
	1st Semester	Mark "X"	UFTE	2nd Semester	Mark "X"	UFTE
English Language Arts	0.1384	<input type="text"/>	-	0.1384	<input type="text"/>	-
Math	0.1384	<input type="text"/>	-	0.1384	<input type="text"/>	-
Science	0.0770	<input type="text"/>	-	0.0770	<input type="text"/>	-
Social Studies	0.0308	<input type="text"/>	-	0.0308	<input type="text"/>	-
Reading	0.0461	<input type="text"/>	-	0.0461	<input type="text"/>	-
PE	0.0554	<input type="text"/>	-	0.0554	<input type="text"/>	-
Music/Art	0.0138	<input type="text"/>	-	0.0138	<input type="text"/>	-
Total FTE			-			-

Program:  (Enter 101 or 102)  
UFTE Equivalent:  ERROR Tuition:  FALSE

The area below shows the factors used in the cost calculation.

Description	101 PK-3	102 4-8
Unweighted FTE (UFTE)	1.000	1.000
Times Program Cost Factor	1.118	1.000
Equals Weighted FTE (WFTE)	1.118	1.000
Weighted FTE (WFTE)	1.118	1.000
Times Base Funding Amount	\$ 5,330.98	\$ 5,330.98
Times Comparable Wage Factor	1.000	1.000
<b>Equals FEFP Base Funding Allocation</b>	<b>\$ 5,960.04</b>	<b>\$ 5,330.98</b>
Educational Enrichment Instruction Per UFTE	\$ 271.66	\$ 271.66
Unweighted FTE (UFTE)	1.000	1.000
<b>Educational Enrichment Instruction Allocation</b>	<b>\$ 271.66</b>	<b>\$ 271.66</b>
Class Size Reduction Per WFTE	\$ 950.92	\$ 907.92
Weighted FTE (WFTE)	1.118	1.000
<b>Class Size Reduction Allocation</b>	<b>\$ 1,063.13</b>	<b>\$ 907.92</b>
FEFP Base Funding Allocation	\$ 5,960.04	\$ 5,330.98
Educational Enrichment Instruction Allocation	271.66	271.66
Class Size Reduction Allocation	1,063.13	907.92
<b>Total Allocation for 1.00 UFTE - Public Students</b>	<b>\$ 7,294.83</b>	<b>\$ 6,510.56</b>

**School District of Okaloosa County  
Elementary Student Enrollment Agreement Under the  
Family Empowerment Scholarship Program  
Fiscal Year 2024-2025**

**School Name:** \_\_\_\_\_ **0** **Date:** \_\_\_\_\_ **1/0/1900**  
**School Address:** \_\_\_\_\_ **0**  
\_\_\_\_\_ **0**

**Student Name:** \_\_\_\_\_ **0** **Grade:** \_\_\_\_\_ **1/0/1900**

	Aug. 12, 2024 - Dec. 20, 2024	Jan. 8, 2025 - May 29, 2025
<b>Class(es) Taken:</b>	<b>1st Semester</b>	<b>2nd Semester</b>
English Language Arts	_____	_____
Math	_____	_____
Science	_____	_____
Social Studies	_____	_____
Reading	_____	_____
PE	_____	_____
Music/Art	_____	_____

**Tuition Amount:** \_\_\_\_\_ **FALSE**

The undersigned parent or legal guardian of the Student hereby requests the enrollment of Student under the Family Empowerment Scholarship Program in the school and for the class(es) as shown above and agrees as follows:

1. Student will be required to follow all school rules, the Student Code of Conduct, and all policies of The School Board of Okaloosa County, Florida, during the period of Student's enrollment.
2. The tuition is payable in full prior to the commencement of class(es) or the Student's first day of attendance.
3. There will not be any refund of tuition whether or not Student attends class(es) or withdraws from school.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

Enrolling Parent/Legal Guardian

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Note: Per Florida Statute 1002.394(4)(a)7, Family Empowerment Scholarship funding may be used to pay contracted services provided by a public school or school district, including classes. If a parent does not proactively disclose participation in FES and the District reports the student for FTE, the student's scholarship eligibility is in jeopardy.

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**FOR SCHOOL USE ONLY:**

Amount Paid: \_\_\_\_\_ Cash    Check    (Circle One)

School Representative's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**School District of Okaloosa County**  
**Cost of Contracted Class for Family Empowerment Scholarship Students**  
**Secondary School Classes Only**  
**Fiscal Year 2024-2025**

School Name:  Date:   
School Address:

Student Name:  Grade:

Aug. 12, 2024 - Dec. 20, 2024  
1st Semester

Jan. 8, 2025 - May 29, 2025  
2nd Semester

Basic Class(es) Taken:

  
  
  
  
  
  

Program:  (Enter 102 or 103)

No. of Semester Classes:

UFTE Equivalent:

Basic Tuition:

CTE Class(es) Taken:

  
  
  
  

Program:

No. of Semester Classes:

UFTE Equivalent:

CTE Tuition \$

Total Tuition \$

The area below shows the factors used in the cost calculation.

Description	102 6-8	103 9-12	300 Career
Unweighted FTE (UFTE)	1.000	1.000	1.000
Times Program Cost Factor	1.000	0.978	1.079
Equals Weighted FTE (WFTE)	1.000	0.978	1.079
Weighted FTE (WFTE)	1.000	0.978	1.079
Times Base Funding Amount	\$ 5,330.98	\$ 5,330.98	\$ 5,330.98
Times Comparable Wage Factor	1.000	1.000	1.000
<b>Equals FEFP Base Funding Allocation</b>	<b>\$ 5,330.98</b>	<b>\$ 5,213.70</b>	<b>\$ 5,752.13</b>
Educational Enrichment Instruction Per UFTE	\$ 271.66	\$ 271.66	\$ 271.66
Unweighted FTE (UFTE)	1.000	1.000	1.000
<b>Educational Enrichment Instruction Allocation</b>	<b>\$ 271.66</b>	<b>\$ 271.66</b>	<b>\$ 271.66</b>
Class Size Reduction Per WFTE	\$ 907.92	\$ 910.12	\$ 910.12
Weighted FTE (WFTE)	1.000	0.978	1.079
<b>Class Size Reduction Allocation</b>	<b>\$ 907.92</b>	<b>\$ 890.10</b>	<b>\$ 982.02</b>
FEFP Base Funding Allocation	\$ 5,330.98	\$ 5,213.70	\$ 5,752.13
Educational Enrichment Instruction Allocation	271.66	271.66	271.66
Class Size Reduction Allocation	907.92	890.10	982.02
<b>Total Allocation for 1.00 UFTE - Public Students</b>	<b>\$ 6,510.56</b>	<b>\$ 6,375.46</b>	<b>\$ 7,005.81</b>

**School District of Okaloosa County**  
**Secondary Student Enrollment Agreement Under the**  
**Family Empowerment Scholarship Program**  
**Fiscal Year 2024-2025**

School Name:	<u>0</u>	Date:	<u>1/0/1900</u>
School Address:	<u>0</u>		
	<u>0</u>		
Student Name:	<u>0</u>	Grade:	<u>0</u>
Basic Classes Taken:	<u>Aug. 12, 2024 - Dec. 20, 2024</u> <u>1st Semester</u>	<u>Jan. 8, 2025 - May 29, 2025</u> <u>2nd Semester</u>	
	<u></u>	<u></u>	
	<u></u>	<u></u>	
	<u></u>	<u></u>	
	<u></u>	<u></u>	
Basic Tuition Amount:		<u>FALSE</u>	
CTE Classes Taken:	<u>1st Semester</u>	<u>2nd Semester</u>	
	<u></u>	<u></u>	
	<u></u>	<u></u>	
	<u></u>	<u></u>	
CTE Tuition Amount:		<u>\$ -</u>	
Total Tuition Amount:		<u>\$ -</u>	

The undersigned parent or legal guardian of the Student hereby requests the enrollment of Student under the Family Empowerment Scholarship Program in the school and for the class(es) as shown above and agrees as follows:

- 1. Student will be required to follow all school rules, the Student Code of Conduct, and all policies of The School Board of Okaloosa County, Florida, during the period of Student's enrollment
- 2. The tuition is payable in full prior to the commencement of class(es) or the Student's first day of attendance.
- 3. There will not be any refund of tuition whether or not Student attends class(es) or withdraws from school.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_

Enrolling Parent/Legal Guardian

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Note: Per Florida Statute 1002.394(4)(a)7, Family Empowerment Scholarship funding may be used to pay contracted services provided by a public school or school district, including classes If a parent does not proactively disclose participation in FES and the District reports the student for FTE, the student's scholarship eligibility is in jeopardy

**FOR SCHOOL USE ONLY:**

Amount Paid:	<u></u>	Cash    Check    (Circle One)
School Representative's Name:	<u></u>	
Title:	<u></u>	
Signature:	<u></u>	
Date:	<u></u>	