



COMMONWEALTH of VIRGINIA
Department of Education

DATE: September 22, 2017
TO: Division Superintendents
FROM: Steven R. Staples, Superintendent of Public Instruction
SUBJECT: Pupil Transportation Report 2016-2017

This is to inform all school divisions that they must complete the annual Pupil Transportation Report to help calculate their pupil transportation funding through Basic Aid. This data is required per Board of Education *Regulations Governing Pupil Transportation*, Section 8VAC20-70-235. To facilitate the collection of this data for each fiscal year, the Virginia Department of Education's (VDOE) Single Sign-on for Web Based Systems (SSWS) portal-based Pupil Transportation Report application provides web forms to report the data needed to calculate the Basic Aid funding for pupil transportation.

The application located in the SSWS will be open on September 22, 2017, to enable school divisions to enter their pupil transportation data. Please keep in mind that your school division's Annual School Report Financial Section (ASRFIN) data must be submitted to VDOE before the Pupil Transportation Report can be completed. Pupil Transportation Reports should be submitted to VDOE via the SSWS by October 31, 2017.

Detailed instructions on how to enter the data are available in the Pupil Transportation application located in the SSWS. If you have any questions or need additional information, please contact Vijay Ramnarain, Director of Support Services, at (804) 225-2037 or Vijay.Ramnarain@doe.virginia.gov, or contact Kerry Miller, Associate Director for Pupil Transportation, at (804) 225-2772 or Kerry.Miller@doe.virginia.gov.

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