

EF-M-43 Report - Instructions

Transportation Data for Out-Of-District Special Education Students, Homeless Students and Career & Technical Education Students

Data Collection Period: JULY 1 - JUNE 30

Due by: October 15

NOTE: This data is collected electronically using the NEO portal - follow this link, sign in with your NEO credentials, and click on the Transportation link at the top of the page, then click on Annual Data - EF-M-43 OOD SPED, Homeless, and CTE tab to begin.

Select SAU and Fiscal Year of report.

Each school administrative unit must complete and submit the Transportation Data for Out-of-District Special Education Students, Homeless Students and Career & Technical Education (CTE) Students Report (EF-M-43) by October 15 every year. The data from this report may impact the calculation of the Essential Programs and Services Transportation Allocations.

If your unit does not have any expenditures or mileage to report, you will simply respond "no" when asked if you have data for those specific areas of transportation.

This report requires information on expenditures, revenues, and transportation mileage for out-of-district special education, homeless and CTE students; therefore, we encourage you to have your unit's business personnel complete this form with the assistance of your unit's transportation, special education and CTE personnel.

The form will require contact information and must be submitted for approval after all required data has been entered - the form will then need to be electronically approved by the Superintendent - we recommend you save your work often while working on the report, you can return to the report after saving to finish entering data.

1.0 Out of District Special Education, Homeless and CTE Transportation Data:

1.1: Do you have transportation data for Out-of-District Special Education Students?

(Yes or No; if yes, you will see a link to enter expenditure and mileage information ***after you click Save***)

1.2: Do you have transportation data for Homeless Students?

(Yes or No; if yes, you will see a link to enter expenditure and mileage information ***after you click Save***)

1.3: Do you have transportation data for CTE (Vocational) Students?

(Yes or No; if yes, you see a link to enter required data ***after you click Save***)

* if you entered ***no*** on all three of these questions, you will be able to save the document after entering all data required on the first page and then submit it for approval - it will still need to be approved by the Superintendent to be successfully submitted.

1.1: Special Education Student Out-of-District transportation:

EF-M-43 Report - Instructions

Instructions: Report those General Fund expenditures and revenues for the transportation of a special education student(s) to an *out-of-district* facility for the purpose of approved special education programs and services. This is to report the "**additional**" mileage and resulting expenditures due to the special education out-of-district placement that is over and above regular transportation. Special transportation for these students that would not have occurred if they did not have the special education out-of-district placement.

Provided through use of SAUs own vehicles: (vehicles owned by the SAU, buses, vans, etc.)

Enter Total Annual Vehicle Miles

Enter Total Gross Annual Expenditure

Enter Special Education Transportation Receipts*

Provided through Private Contractors: (can be private agencies, taxi services, or parent/guardian)

Enter Total Annual Vehicle Miles

Enter Total Gross Annual Expenditure

Enter Special Education Transportation Receipts*

Provided through Public Contractors: (other SAUs or public transportation providers)

Enter Total Annual Vehicle Miles

Enter Total Gross Annual Expenditure

Enter Special Education Transportation Receipts*

* Any receipts that the school units may receive to pay for a special education student being transported out-of-district – such as reimbursement for the transportation of a State Agency Client if the student is transported out-of-district.

1.2: Homeless student transportation in accordance with 20-A MRSA § 5205, sub-section 7:

Instructions: Report those General Fund expenditures and revenues for the transportation of a homeless student in accordance with the McKinney-Vento Homeless Education Act (transporting a homeless student from the school of current location to the school of origin). Report only the mileage and resulting expenditures due to transporting a homeless student from the school of current location to the school of origin that is over and above the regular transportation.

Definitions of (1) homeless student, (2) school of origin, and (3) school of current location are available in the Department of Education Rules Chapter 14.

Does your SAU share the cost of Transporting homeless student(s) with another SAU? (Choose Yes or No)

Provided through use of SAUs own vehicles: (vehicles owned by the SAU, buses, vans, etc.)

Enter Total Annual Vehicle Miles

EF-M-43 Report - Instructions

Enter Total Gross Annual Expenditure

Enter Homeless Student Transportation Receipts**

Provided through Private Contractors: (can be private agencies, taxi services, or parent/guardian)

Enter Total Annual Vehicle Miles

Enter Total Gross Annual Expenditure

Enter Homeless Student Transportation Receipts**

Provided through Public Contractors: (other SAUs or public transportation providers)

Enter Total Annual Vehicle Miles

Enter Total Gross Annual Expenditure

Enter Homeless Student Transportation Receipts**

** Any receipts that the school units may receive to pay for a homeless student being transported.

1.3: CTE (Vocational) student transportation in accordance with 20-A MRSA § 15672, sub-section 22-A:

Instructions:

Report the per day miles and per day number of round trips for the transportation of student to CTE Center and/or Regions that is paid for by this SAU. Do not include mileage to job sites.

Indicate the number of days in the school year that students were transported to the CTE Center and/or Region.

If this unit pays an assessment to a CTE Center and/or Region for the transportation of students to the CTE Center and/or Region, the information below should include the per day miles and per day number of round trips for the transportation of students to CTE Centers and/or Regions for the assessment that is paid for by this SAU.

If this unit transports students from another school administrative unit to a CTE Center and/or Region that is paid for by the other school administrative unit, please **exclude** any mileage for those students - this information should be reported by that school administrative unit.

Choose CTE Center or Region from Drop Down Menu

Enter Total Vehicle Miles To and From CTE Facility "Per Day"

Enter Number of Round Trips "Per Day"

Enter Number of Annual CTE Transportation Days

Again, all school administrative units are required to submit this report, even if it is a "zero" report.

If you need any assistance in completing the EF-M-43 Report, please contact Paula Gravelle at paula.b.gravelle@maine.gov