Minnesota Department of Education

Division of School Finance
Pupil Transportation
1500 Highway 36 West
Roseville, MN 55113-4266

CHARTER SCHOOL TRANSPORTATION SURVEY 2014-15 SCHOOL YEAR

ED-02425-08
DUE: 03/01/14

GENERAL INFORMATION: Minnesota Statutes, section 124D.10, Subdivision 16, provides that a charter school must notify the school district in which it is located and the Minnesota Department of Education (MDE) on whether it will provide its own transportation services or use the district's transportation services. This notification must be done by March 1 of each year. MDE needs this information in order to ensure that the transportation aid is sent to the correct district/school. **Please complete a survey for each site.**

CHARTER SCHOOL INFORMATION

Charter School LEA Name:	
Charter School LEA Number:	
Charter School Site Name:	
Site Number (if the charter school has only one site, use site number 10):	
Person Completing This Survey:	
Email:	
Telephone Number:	

PLEASE CHECK ONE BOX TO INDICATE TRANSPORTATION SERVICES BEING USED FOR THE 2014-15 SCHOOL YEAR

☐ The charter school is providing its own transportation service.

☐ The charter school is using district-provided transportation service.

☐ The charter school will not be open for students during the 2014-15 school year.

INDEPENDENT OR SPECIAL SCHOOL DISTRICT INFORMATION

Name of Independent or Special School District in which the Charter School is physically located:	
School District Number and Type:	

GRADES SERVED INFORMATION

Check the boxes to indicate the grade levels the charter school will actually serve in the 2014-15 school year.

☐ Kindergarten ☐ 1st Grade ☐ 2nd Grade ☐ 3rd Grade ☐ 4th Grade ☐ 5th Grade

☐ 6th Grade ☐ 7th Grade ☐ 8th Grade ☐ 9th Grade ☐ 10th Grade

☐ 11th Grade ☐ 12th Grade

VERIFICATION OF REPORT DATA

The undersigned certifies that all transportation data given in this report are true and correct. All figures in this report can be documented from our school district records which are subject to audit by the State Auditors and/or Department Auditors and/or Certified Public Accountants.

Signature-Responsible Authority Date

Return this form to: Minnesota Department of Education
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DUE: March 1, 2014. For a charter school in its first fiscal year, the deadline is July 1, 2014.

Charter School Provides Its Own Transportation Service

When a charter school provides its own transportation, the transportation portion of the general education revenue will be sent to the charter school. In addition, the charter school will be responsible for making all transportation arrangements. The arrangements could include:

- Transporting the students on school buses owned by the charter school,
- Contracting directly with the school district in which it is located, other districts, private school bus companies or parents, or
- Purchasing passes from a transit agency. (Note: The transit routes must be pre-existing and open to the general public. Transit agencies cannot design routes to serve charter schools.)

The charter school would pay all bills for transportation and report those costs in the appropriate Uniform Financial Accounting and Reporting Standards (UFARS) codes at the end of the school year. The charter school would also be required to report the number of public school students transported to and from school on the Minnesota Automated Reporting Student System (MARSS) Report. The number of school buses used in transporting students and the annual mileage, hours or routes will be reported on the year-end Pupil Transportation Annual Report. If the charter school contracts for transportation services, the contractor would have to keep records on the number of buses used and miles, hours or routes.

By providing its own transportation services, the charter school will have more flexibility in determining starting and ending times and which days school will be in session.

District Provides Transportation Service for Charter School

A charter school may decide to have the district in which it is located provide the transportation services. The transportation portion of the charter school's general education revenue is sent to the district. The school district will make all transportation arrangements for the charter school. The arrangements could include:

- Transporting charter school students on school buses that are owned by the school district,
- Contracting with private school bus companies or parents to transport the charter school students, or
- Purchasing passes from a transit agency and giving them to the charter school for distribution to the charter school students.

When the school district provides the transportation services, the school district would report all costs of transporting the charter school students on the district's UFARS data release. The district would report all buses and miles, hours or routes incurred in transporting charter school students on the district's transportation reports.

Even when a charter school elects to use district-provided transportation, the charter school staff would be responsible for entering the appropriate transportation code on the MARSS Report.

The school district will determine which days and what times it will transport the charter school students. A charter school may be in session on days when there is no district-provided transportation, but it would have to provide its own transportation services on those days.

The school district is only obligated to transport resident students attending a charter school within the district. The school district may transport nonresident students attending a charter school within the district.

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and one copy to: Independent or Special School District in which the charter school is located.