

Statutory Requirements for Reporting Accurate Data



53A-17a-126

- ▶ (3) (a) A school district may only claim eligible transportation costs as legally reported on the prior year's annual financial report submitted under Section 53A-3-404.

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- ▶ (3) (c) The State Board of Education shall annually review the allowance per mile and the allowance per hour and adjust the allowances to reflect current economic conditions.

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- ▶ (4) (a) Approved bus routes for funding purposes shall be determined on fall data collected by October 1.
- ▶ (b) Approved route funding shall be determined on the basis of the most efficient and economic routes.

Pupil Transportation Data Submissions Statutory and Administrative Rule Authority			
Data collected	Long description	Submission timeline	State Statute Requirement
Pupil Transportation Schedule A1 Report	Miles and Minutes (All eligible and ineligible bus routes for current year) Maps of all eligible routes	1-Nov	53A-17a-127(3)(a)(i)&(ii)
Pupil Transportation Schedule B Report	In-state tuition paid Out-of-state tuition paid Commercial non-contracts such as (Taxi, UTA) In-Lieu of Transportation paid to parents and guardians Payment of Auto Miles for driver car-pooling	1-Nov	53A-17a-127-(4)(b)
Pupil Transportation Schedule C Report	Annual Statistical Report (bus route miles)	15-Jul	53A-17a-127(3)(c)
Pupil Transportation Schedule D Report	Annual Statistical Report (bus route minutes)	15-Jul	53A-17a-127(3)(c)
Pupil Transportation Schedule E Report	Bus Driver Credentials Report	15-Dec	41-6a-1304
Pupil Transportation Schedule F Report	Bus Inventory and Odometer Summary Report	15-Jul	53A-17a-127(3)(c)
Pupil Transportation Schedule G Report	Driver Pre-Service Form (Starting Aug 1, 2008)	Due within one week of receiving bus driver re-certification	41-6a-1304
Pupil Transportation Schedule H Report	Driver Re-Certification Form (Starting Aug 1, 2008)	Due within one week of receiving bus driver certification	41-6a-1304
Note: The Schedule E Report was been changed to a December 15 deadline by USOE administration to better accommodate school districts.			

R277-484

- ▶ **R277-484-2. Authority and Purpose.**
- ▶ A. This rule is authorized by Utah Constitution Article X, Section 3 which vests general control and supervision of public education in the Board, and by Section 53A-1-401(3) which permits the Board to adopt rules in accordance with its responsibilities and specifically allows the Board to interrupt disbursements of state aid to any LEA which fails to comply with rules.


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- ▶ B. The Board, through its chief executive officer, the State Superintendent of Public Instruction, is required to perform certain data collection related duties essential to the operation of statewide educational accountability and financial systems as mandated in state and federal law.
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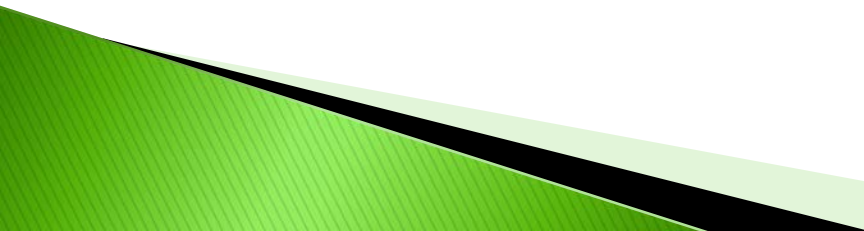
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- ▶ C. The purpose of this rule is to support the operation of required educational accountability and financial systems by ensuring timely submission of data by LEAs.

R277-484-3. Deadlines...

- ▶ E. July 15
 - ▶ (9) Pupil Transportation Statistics – for prior year:
 - ▶ (a) Bus Inventory Report;
 - ▶ (b) Year End Pupil Transportation Statistics Reports.
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R277-484-3. Deadlines...

- ▶ November 1
 - ▶ (3) Pupil Transportation Statistics for state funding:
 - ▶ (a) Schedule A1 (Miles, Minutes, Students Report) – projected for current year;
 - ▶ (b) Schedule B (Miscellaneous Expenditure Report) – for prior year;
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R277-484-3. Deadlines...

- ▶ December 15
- ▶ (2) Bus Driver Credentials Report – for current year – Business Services.

R277-484-4. Adjustments to Deadlines.

- ▶ B. An LEA may seek an extension of a deadline to ensure continuation of funding and provide more accurate input to allocation formulas by submitting a written request to the USOE. The request shall be received by the USOE State Director of School Finance and Statistics at least 24 hours before the specified deadline in Section 3 and include:
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Extension Request Details

- ▶ (1) The reason(s) why the extension is needed;
 - ▶ (2) The signatures of the LEA business administrator and the district superintendent or charter school director; and
 - ▶ (3) The date by which the LEA shall submit the report.
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Approval or Denial of Request

- ▶ Director of Finance will take into consideration:
 - Pattern of past LEA compliance
 - Urgency of the use which depends of the data
 - Consult with other USOE staff

R277-484-8. Financial Consequences...

- ▶ A. If an LEA fails to submit a report by its deadline as specified in Section 3, the USOE shall stop the MSP fund transfer process on the day after the deadline, unless the LEA has obtained an extension of the deadline in accordance with the procedure described in Section 4, to the following extent:
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R277-484-8. Financial Consequences...

- ▶ (1) 10% of the total monthly MSP transfer amount in the first month, 25% in the second month, and 50% in the third and subsequent months for any report other than June 15 Immunization Status report.