



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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MEMORANDUM

TO: Local and Intermediate School District Superintendents and
Public School Academy Administrators

FROM: Jacquelyn J. Thompson, Ph.D., Director
Office of Special Education and Early Intervention Services

DATE: July 27, 2007

SUBJECT: Transportation Expenditure Report Form SE-4094 for the
2006-07 School Year

The Michigan Department of Education (MDE), Office of Special Education and Early Intervention Services (OSE-EIS), in cooperation with the Center for Educational Performance and Information (CEPI), has established a new reporting procedure for transportation expenditures. Beginning with the 2006-07 reporting year, the SE-4094 Transportation Expenditure Report will be collected online through the Financial Information Database (FID) instead of in a paper format.

The new online format will mirror the paper copy submitted to the OSE-EIS in past years. There are no new design changes within the form itself. This new data collection method will be a more efficient way to transmit transportation expenditures to CEPI, will minimize manual data entry, and ensure greater accuracy with the auto-calculation and report generation features.

This memo is being sent to you so that your district can prepare for the upcoming data collection process. The SE-4094 Transportation Expenditure Report is due to the CEPI by legislation on October 7, 2007. Since October 7 is a Sunday, the reports are due electronically to the CEPI on the next business day, Monday, October 8. Your district will be able to begin entering data electronically when the application process opens on Monday, August 6, 2007.

OSE/EIS-07-09

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MEMORANDUM

July 27, 2007

Page 2

The online version of the SE-4094 is a new component located within the FID application, but is a completely separate data entry and submission from the FID requirements. The SE-4094 will be open for data entry from Monday, August 6 until midnight on Monday, October 8, 2007. You will need to designate at least one staff member to submit the SE-4094 data through the FID application. Your designated staff member will need to become an authorized user of the SE-4094. If your designated staff member is also your FID designated user, the staff member will still need to complete a new MEIS security agreement for the SE-4094 application. The new security agreement will amend the current FID users permissions granting access to the SE-4094 application.

The security agreement forms may be accessed by going to www.michigan.gov/cepi. From the left side of the navigation bar, click on "MEIS Data Services" and then on "Financial Information Database." From the pink box titled "Upload FID Data to CEPI," click on the "FID Security Agreements" link and then "Financial Forms Security Agreement." Directions on the Security Agreement Forms indicated where to return the form.

All districts are required to complete the SE-4094 whether or not they provide transportation services just as they have in past years. If your district does not provide transportation services, you will still need an authorized user to access the application and check the box indicating that for the 2006-07 school year the district provided no transportation services.

Instructional support materials for both completing the content portion of the SE-4094 Transportation Expenditure Report, as well as for the electronic submission of the data, will be available for download from the CEPI website prior to August 6, 2007.

We appreciate your support and patience as we begin this new direction in the reporting of transportation expenditures. If you have questions regarding the content and allowable expenditures for the SE-4094, please contact Dianne Easterling or Judy Hazelo at (517) 241-4517. If you have questions regarding the FID application or the data submission process, please contact CEPI Customer Support at (517) 335-0505 or email at CEPI@michigan.gov.

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