



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: September 10, 2015

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

FROM: Norma Jean Sass *NJS*
Deputy Superintendent, Education Services

SUBJECT: SE-4159 Transportation Logs for 2015-16

This communication is to notify you that the SE-4159-SL Specialized Transportation Log and SE-4159-RL Regular Transportation Log are now available to be downloaded from the Michigan Department of Education, Office of Special Education website:

http://www.michigan.gov/mde/0,4615,7-140-6530_6598_8391-287359--,00.html

These logs are to be used to document the number of pupils transported during the pupil transportation count week of October 5-9, 2015. The completed logs will then be used to complete the 2015-16 SE-4094 Transportation Expenditure Report to be returned electronically to the Center for Educational Performance Information. Since the transportation logs are used to document payment, the logs need to be kept on file at the district for a period of three years.

Please duplicate as necessary for your use during the Pupil Transportation Count Week. If you have any questions, please contact Ms. Dianne Easterling by email at EasterlingD@michigan.gov, or by calling the Office of Special Education, Program Finance at (517) 241-1235.

cc: Michigan Education Alliance

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