STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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MEMORANDUM

DATE: September 27, 2018

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

FROM: Dr. Scott M. Koenigsknecht, Deputy Superintendent
P-20 System and Student Transitions

SUBJECT: SE-4159 Transportation Logs for 2018-19

This communication is to notify you that the SE-4159-SL Specialized Transportation Log and SE-4159-RL Regular Transportation Log are now available for download. Additional information regarding the logs, instructions and electronic filing can be found at the Michigan Department of Education website located under funding, Transportation.

- The logs may be used to document the number of pupils transported during the pupil transportation count week of October 1-5, 2018.
- The SE-4159-SL and SE-4159-RL will be used to complete the online 2018-19 SE-4094 Transportation Expenditure Report electronically to the Center for Educational Performance Information (CEPI). **PLEASE NOTE:** 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.

The information in this memorandum helps support Goal 4, Strategy 4.3, of the Michigan Department of Education (MDE) Top 10 in 10 Initiative by providing a coordinated approach to transportation.

Questions may be directed to the Office of Special Education, Program Finance, at 517-241-1235.

cc: Michigan Education Alliance