



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT

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

A handwritten signature in black ink, appearing to read "SK", positioned to the right of the "FROM:" line.

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

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