

# **Center for Educational Performance and Information**

## ***Financial Information Database Transportation Expenditure Report (SE-4094) User Guide***

**2024-25 Submission**

**Last Updated: 6/2/2025**

**Questions:**

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## Index of Revisions

### Revisions from the prior school year

The following table lists changes from the previous school year.

Section	Page Number	Edits/Changes
Transportation Expenditure Report Form (SE-4094)	12	Line item 14 was created to report School Transportation Vehicle Count.
Transportation Expenditure Report Form (SE-4094)	11	Line item 2 was renamed "Vehicle Driver" (previously "Bus Driver") to include associated costs with school transportation vehicle drivers.
Transportation Expenditure Report Form (SE-4094)	13	New lines and changes in names to lines based on separating EV and fossil fuel and academic vs. non-academic miles. These lines include Total Annual Miles (EV), Total Annual Miles (Non EV), Total Academic Miles (EV), Total Academic Miles (Non EV), Total Fossil Fuel Consumed (in gallons), Total Electricity Consumed (in kilowatt hours), Total Annual Miles Per Gallon (Non EV), and Annual Mile per Kilowatt Hour (EV).
Adding Comments in the SE-4094 Main Form and View and Remove Comments	16	Added the ability to add comments for each item line in the FID SE-4094.  Users can save, edit and remove comments to communicate data nuances for each line item.
Eliminated Section 53a Ridership Verification page.	21	Eliminated Section 53a Ridership Verification page.

## Introduction

The Center for Educational Performance and Information is responsible for collecting and reporting data on Michigan's K-12 public schools and students. The Financial Information Database application was developed to facilitate financial data submission.

### Chart of Accounts

FID supports submission of district financial data using account codes compliant with the Michigan School Accounting Manual Chart of Accounts. This submission process provides a level of financial data that facilitates compliance reporting and informed decision-making at the school, state and federal levels.

A link to the Michigan Public School Accounting Manual is available in the publications section of the MDE [Office of State Aid and School Finance](#) web page. The Chart of Accounts is contained in the "Appendix – Definitions for Accounting Codes," on the Michigan Public School Accounting Manual web page. It is also available on the [FID web page](#).

### Your Account

If you do not have a MiLogin account, the [MiLogin User Guide](#) provides guidance to obtain one. To become an authorized application user, you must do the following:

1. Request access to the application through your [MiLogin](#) account on the "Request Access" screen.
2. Send the appropriate security agreement form to CEPI, signed by yourself and the district lead administrator as listed in the Educational Entity Master. The form is posted on CEPI's [Application Security Forms web page](#).

You will receive access to the application when both steps have been completed and verified by CEPI. For more detailed information, please refer to the MiLogin User Guide.

### Logging In

To access the application, go to the [FID Login page](#) or go to the [FID web page](#) and select the "Go to FID" option. Next, click the "Authorized User Login" button and enter your MiLogin username and password.

### Session Timeout

The login is needed to establish your identity and allow access to confidential financial data. Please remember your session is tracked. If your session is inactive for longer than 20 minutes, your session will end, and you must log in again.

## Pop-Up Blockers

FID uses pop-up windows to display information. If a pop-up blocker has been installed on your computer, it may prevent these windows from opening. Many pop-up blockers let you allow pop-ups from certain websites. If your blocker does not have this feature, you may want to disable it while accessing CEPI applications.

If you are unsure how to configure/disable your blocker, please check with the software vendor, your technical staff, or consult the help function of your browser.

## Getting Started

### Help and Resources

Before using FID, you should familiarize yourself with the resources available on the [CEPI website](#). Click "PreK-12 Applications" on the navigation bar, then click "Financial Information Database." Be sure to check back, as you will always find the most up-to-date information on the [FID web page](#).

### Entering FID for the First Time

If you are logging into FID for the first time, or you have not confirmed your user profile, the application will display your profile details. This allows you to verify and update your profile information as required (this information is separate from your MiLogin account). Should you need to change any information in the future, this screen is in the Data Collection menu. Please note that this screen will continue to be displayed at login until your User Profile information is confirmed.



Please update your information and click OK to save.

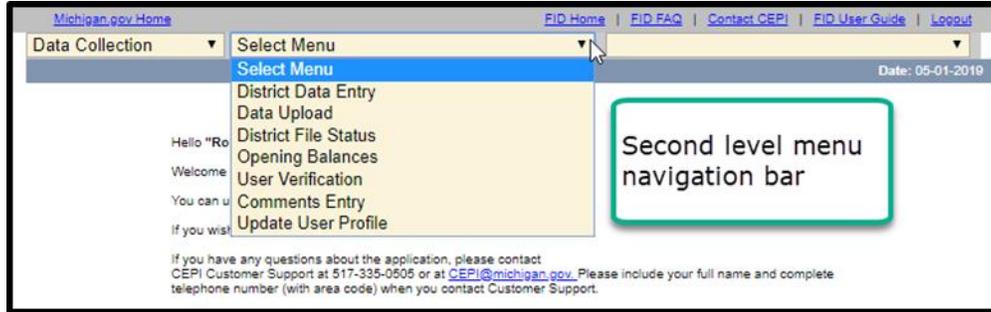
MIlogin Account:	
Display Name:	
First Name:	
Last Name:	
Contact Phone:	
Contact Email:	

✓ OK    ✕ Cancel

### Welcome Screen

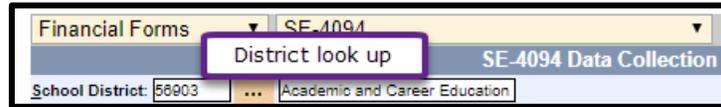
If you have logged in to FID before and confirmed your user profile, the application will display the Welcome Page with your name as entered in the User Profile.





## School District Information

If you are a user with multiple districts, you can change the district selection by entering the district code in the School District box and clicking the tab key. Alternately, you can select the menu button and select the desired district from the choices presented.

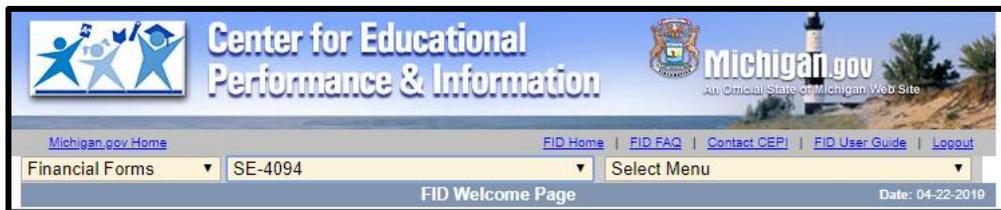


## SE-4094 District-Level Access

The financial forms function of FID is role based. This section of the User Guide describes functions available to district-level users of the SE-4094 form.

District users enter data and submit the SE-4094 form to the ISD. A representative of the ISD then reviews the data, decides if changes are required, and when satisfied, completes the final submission to the state.

To access the SE-4094 form, select "Financial Forms" from the first drop-down menu and "SE-4094" from the second. This enables the third drop-down menu, from which you select "Instructions" to begin your submission process.



## Instructions Screen

The instruction screen provides basic instructions for submitting transportation expenditure data and should be reviewed before data entry work begins. This screen also provides a reminder of the submission deadlines. When you have read the instructions and are ready to submit your data, click **Continue to Main Form**.

Districts are encouraged to review the [SE-4094 Instructions](#) prior to completing the SE-4094. The SE-4094 instructions provide detailed information on expenditures to be reported on each line.

Districts are also encouraged to review the [Transportation Allowable Expenditures](#) document, which includes allowable expenditures by object code.

Submission Instructions:

District: Submit form to the Intermediate School District by Sunday, September 23, 2018.  
Print a copy for your records.

ISD: Review the form and submit to State by Sunday, October 07, 2018.  
Print a copy for your records.  
**Failure to submit the form by Sunday, October 07, 2018 will result in the withholding of the district's ENTIRE state aid payment.**

Instructions:

1. Every school district operating transportation services must file the SE-4094 Transportation Expenditure Report. Total necessary expenditures must agree with the official accounting records of the school district. File this form by the above due date. **If later audited figures change the data reported contact the Department to amend your submission.**
2. If your district does not offer transportation services, click the button "This district does not operate transportation services" on the Main Form.
3. Please review the [SE-4094 Instructions \(PDF\)](#) before completing the form.
4. Every school district operating specialized transportation services as defined in rule R388.371c for Section 52 pupils must complete the Special Education Section 52 column on the Transportation Expenditure Report (page 2). This column will be used in the formula to provide an additional payment under Section 51c for local districts and Section 51a(2) for intermediate school districts of the State School Aid Act. **"Specialized Transportation Services" means transportation services provided in vehicles for the exclusive use of special education pupils.**
5. Every school district operating specialized transportation services as defined in rule R388.371c for Section 53a eligible pupils as defined in the instructions must complete the Special Education Section 53a column on page 2. This column will be used for distribution of funds under Section 53a and must agree with the total reported on the SE-4096 Special Education Actual Cost Report.

[Continue To Main Form](#)

## SE-4094 Form

After clicking **Continue to Main Form**, you will be taken to the SE-4094 main form. The form can also be accessed directly through the menu by clicking on "Main Form" from the third drop-down window.

**Contact Information:** Located throughout the SE-4094 is a text box requesting the name, phone number and email address for the individual who should be contacted for questions concerning the form data. These are required fields and will produce an error message if you attempt to save with these data missing.

Contact Info (Required)	
Name	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>

**Does your district operate transportation services?** Upon loading the main form for the first time, districts will be asked whether they operated transportation services during the school year.

Contact Info (Required)	
Name	Kramer
Phone Number	202-555-1415
Email Address	kramer@vandelayindustries.biz

**Does Your District Operate Transportation Services?**

If your district **DID NOT** operate any transportation services during the school year and has no transportation expenditures to report, click **No**. You are not required to complete the form but must inform the state of this fact. A confirmation pop-up will display (as shown below). Click **Yes** to confirm that your district did not operate transportation services. Upon clicking **Yes**, the screen will be locked and the "no transportation services" indication will be submitted to the ISD. The "Submission Status" box will update to reflect this change. After your ISD has reviewed the information and completed the submission to the state, your status will be updated to reflect that change.

If you have mistakenly selected that your district does not operate transportation services, please contact CEPI. CEPI can then reject the file back to your district for you to submit data.

**Are You Sure?**

This action will report to the State that your district does not provide transportation services. This operation cannot be undone.

Are you sure you want to proceed?

If your district **DID** operate transportation services during the school year, click **Yes**. The main form will load and will allow you to enter your data.

**Person Responsible for School Bus Operations:** This is a required field. Report the person at your district who is responsible for school bus operations. This may or may not be the same as the contact person.

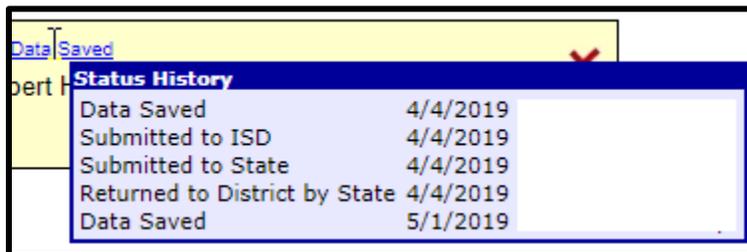
Person Responsible for School Bus Operations (Required)	
Name	Art VanDelay

**Submission Status:** Located on the top of the screen is an indicator that displays the current submission status of the form. Your submission status will fall into one of the categories listed below:

Status	Descriptions
Incomplete	No data have been entered and saved.
Data Saved	Data have been entered and saved.
Submitted to ISD	Data have been submitted to the ISD for review.
Submitted to State	ISD submitted district data to State.
Returned to District by ISD	ISD user has unlocked the form to allow district user to make changes before submission can be completed.
Returned to District by State	State user has unlocked the form to allow district user to make changes before submission can be completed.



At any point in the submission process, you can check the status of your district’s submission. In addition, holding the cursor over the submission status text will allow you to review the status history of the district’s submission.



**ISD User Access:** In the submission status box is a check box that, when checked, will let the ISD-level user(s) for your ISD edit the data. Granting this access is optional, and it is up to the local district to determine whether this is appropriate. Once the box is checked, access will be granted immediately.

**Warning:** Be sure to save your data before clicking this option. Clicking the button refreshes the screen, and any unsaved data will be lost.

## Transportation Expenditure Report Form (SE-4094)

Line	Account Code	Description	Comment	Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
				FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
				(1)	(2)	(3)	(4)	(5)	(6)	
<b>1000 — SALARIES</b>										
1	1160 1170	Supervision	<input data-bbox="565 457 602 485" type="button" value="+"/>	2.33	156256.0	0.00	0			156,256
2	1610	Vehicle Drivers	<input data-bbox="565 506 602 533" type="button" value="+"/>	0.40	10832.0	0.00	0	0.00	0	10,832
3	1620	Secretarial/Clerical	<input data-bbox="565 554 602 581" type="button" value="+"/>	0.00	0	0.00	0			0
4	1630	Aides	<input data-bbox="565 602 602 630" type="button" value="+"/>	0.00	0	0.00	0	0.00	0	0
5	1550 16xx	Other Support	<input data-bbox="565 651 602 678" type="button" value="+"/>	0.00	153875.0	0.00	0			153,875
6	<b>TOTAL SALARIES</b>		<input data-bbox="565 699 602 726" type="button" value="+"/>	2.73	320,963	0.00	0	0.00	0	320,963
7	2000	Employee Benefits	<input data-bbox="565 747 602 774" type="button" value="+"/>		0		0		0	0

Line	Account Code	Description	Comment	Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
				FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
				(1)	(2)	(3)	(4)	(5)	(6)	
<b>3000/4000 — PURCHASED SERVICES — NON-VEHICLE RELATED COSTS</b>										
8	32xx	Local Expenses	<input data-bbox="574 982 612 1010" type="button" value="+"/>		0		0		0	0
9	34xx	Telephone/Postage	<input data-bbox="574 1031 612 1058" type="button" value="+"/>		7619.0		0			7,619
10	38xx 55xx	Other Utilities	<input data-bbox="574 1079 612 1106" type="button" value="+"/>		0		0			0
11	31xx	Purch Serv - Staff	<input data-bbox="574 1127 612 1155" type="button" value="+"/>	0.00	0	0.00	0	0.00	0	0
12		Other Non-Veh Purch Serv	<input data-bbox="574 1176 612 1203" type="button" value="+"/>		0		0			0
13	<b>TOTAL NON-VEH RELATED PURCHASED SERVICES</b>		<input data-bbox="574 1224 612 1251" type="button" value="+"/>		7,619		0		0	7,619
				No of Veh		No of Veh		No of Veh		
14		School Transportation Vehicle Count	<input data-bbox="574 1356 612 1383" type="button" value="+"/>	0		0		0		
15	3310	Pupil Trans Common Carrier	<input data-bbox="574 1404 612 1432" type="button" value="+"/>	0	33629.0	0	0	0	0	33,629
16	3310	Pupil Trans Common Carrier (black/yellow)	<input data-bbox="574 1453 612 1480" type="button" value="+"/>	0	1617.0	0	0	0	0	1,617
17	3330	Pupil Trans Family Veh Cost	<input data-bbox="574 1501 612 1528" type="button" value="+"/>	0	7893.0	0	0	0	0	7,893
18	3310	Pupil Trans Taxi Cab/TNC	<input data-bbox="574 1549 612 1577" type="button" value="+"/>	0	13140.0	0	0	0	0	13,140
19	3930	Pupil Trans Fleet Insurance	<input data-bbox="574 1598 612 1625" type="button" value="+"/>	0	193.0	0	0	0	0	193
20	4230	Leased Buses (Black/Yellow)	<input data-bbox="574 1646 612 1673" type="button" value="+"/>	0	5015.0	0	0	0	0	5,015
21	4xxx	Other Vehicle Related Costs	<input data-bbox="574 1694 612 1722" type="button" value="+"/>		30429.0		0		0	30,429
22	<b>TOTAL VEHICLE RELATED PURCHASED SERVICES</b>		<input data-bbox="574 1743 612 1770" type="button" value="+"/>		91,916		0		0	91,916

Line	Account Code	Description	Comment	Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
				FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
				(1)	(2)	(3)	(4)	(5)	(6)	
<b>5000 — SUPPLIES</b>										
23	5710	Vehicle Fuel (Fossil)	<input type="button" value="+"/>		282.0		0		0	282
24	5740	Electric Vehicle (EV) Charging	<input type="button" value="+"/>		11638.0		0		0	11,638
25	5710	Oil/Grease	<input type="button" value="+"/>		0		0		0	0
26	5720	Tires/Batteries	<input type="button" value="+"/>		18945.0		0		0	18,945
27	57xx	Other Supplies/Repair Parts	<input type="button" value="+"/>		0		0			0
28	5910	Office Supplies	<input type="button" value="+"/>		0		0			0
29	<b>TOTAL SUPPLIES</b>		<input type="button" value="+"/>		30,865		0		0	30,865
30	7000	Other Expense/Adjustment	<input type="button" value="+"/>		0		0		0	0
31		Bus Amortization	<input type="button" value="+"/>		0		0		0	0
32	<b>TOTAL EXPENDITURES</b>		<input type="button" value="+"/>		451,363		0		0	451,363
33		Total Annual Miles (Non EV)	<input type="button" value="+"/>		0		0		0	0
34		Total Annual Miles (EV)	<input type="button" value="+"/>		0		0		0	0
35		Total Academic Miles (Non EV)	<input type="button" value="+"/>		0		0		0	0
36		Total Academic Miles (EV)	<input type="button" value="+"/>		0		0		0	0
37		Total Riders Per Count Week (Non EV and EV)	<input type="button" value="+"/>		0		0		0	0
38		Total Fossil Fuel Consumed (in gallons)	<input type="button" value="+"/>		0		0		0	0
39		Total Electricity Consumed (in kilowatt hours)	<input type="button" value="+"/>		0		0		0	0
40	<b>TOTAL ANNUAL MILES PER GALLON (NON EV)</b>		<input type="button" value="+"/>		0		0		0	0
41	<b>TOTAL ANNUAL MILES PER KILOWATT HOUR (EV)</b>		<input type="button" value="+"/>		0		0		0	0

## Completing the Form

Enter your district’s transportation expenditure data on the form, as applicable. You can navigate through cells by using the tab key or by clicking a specific cell. Amounts should be rounded to the nearest dollar. Decimal amounts and the use of thousands separators (i.e., commas) will cause errors when you attempt to save or submit.

If your district has already submitted the FID collection, data that are applicable to the SE-4094 submission can be imported by selecting "Import Expenditures from FID" at the top of the main form.

Data will then be imported and will overwrite any previously entered data in the 4094.

Please note the following:

- Your district’s FID collection must be in submitted status for the import to successfully complete. If your FID collection is not in submitted status, the system will generate an error and will not import any data.
- A specific list of allowable cost code combinations is available in Appendix A.
- After the import, carefully review the data that was imported before certifying your data. Inaccurate data will negatively impact funding.
- The following data cannot be imported from FID and must be manually entered.

Line number	Name
10	Other Utilities
11	Purch Serv – Staff
14	School Transportation Vehicle Count
15	Pupil Trans Common Carrier
16	Pupil Trans Common Carrier (black/yellow)
18	Pupil Trans Taxi Cab/TNC
23	Vehicle Fuel (Fossil)
24	Vehicle Fuel (EV) Charging
25	Oil/Grease
31	Bus Amortization
33	Total Annual Miles (Non EV)
34	Total Annual Miles (EV)
35	Total Academic Miles (Non EV)
36	Total Academic Miles (EV)
37	Total Riders Per Count Week (EV and Non EV)
38	Total Fossil Fuel Consumed (in gallons)
39	Total Electricity Consumed (in kilowatt hours)

For the **Salaries** and **Vehicle Related Purchase Services** sections, the application verifies that for expenditure amounts exceeding \$5,000, the corresponding full-time equivalent or vehicle number value has also been reported. In these sections, if FTE or number of vehicles is greater than zero, a corresponding expenditure must also be reported.

Informational messages generated by the system will appear directly below the submission status window, as well as a link to a copy of the allowable Chart of Accounts document. Certain error messages will be followed by a set of numbers in

parentheses. These numbers indicate the location of the error. The first number denotes the line number, and the second number denotes the column number.

**Import Expenditures from FID**
 **Print**

Contact name, phone number, email address, and person responsible for bus operations are required.

[View Allowable COA](#)

Contact Info (Required)

Name	John Doe
Phone Number	269-409-9090
Email Address	johndoe@gmail.com

Person Responsible for School Bus Operations (Required)

Name	
------	--

Program-related questions that cannot be answered through the support materials provided should be directed to the Michigan Department of Education.

Like an Excel worksheet, the SE-4094 form auto-calculates certain cells based on the data entered. These cells are colored gray for easier identification. Auto-calculated fields are also locked. If a result does not match what you expected, review the cells used in the calculation and make changes as applicable. On the SE-4094, the following fields are auto-calculated:

Line Name	Line/Column Number	Calculation
Total Salaries	Line 6	Sum of lines 1-5
Total Non-Vehicle Related P/S	Line 13	Sum of lines 8-12
Total Vehicle Related P/S	Line 22	Sum of lines 14-21
Total Supplies	Line 29	Sum of lines 23-28
Total Expenditures	Line 32	Sum of lines 6, 7, 13, 22, 29, 30, and 31
Total Annual Miles Per Gallon	Line 40	Total of Line 33 divided by Line 38
Total Annual Miles Per Kilowatt Hours	Line 41	Total of Line 34 divided by Line 39
Total Column	Column 7	Sum of Columns 2, 4, and 6

### Adding Comments in the SE-4094 Main Form

For the SE-4094 collection, districts and ISDs now have the ability to add comments for each line item to convey additional information to MDE. To add a comment, select the plus sign to the right of a line.

1	1160 1170	Supervision		0.00
2	1610	Vehicle Drivers		1.00

Once the plus sign button is selected, the comment box displays with an "Enter a comment" label above the text box. Enter the appropriate information in the text box to report any nuances in the data. Once complete, select "Save Comment," and the comment box will no longer appear. Select the "Save" button at the bottom of the SE-4094 Main Form in order to ensure the comments are saved.

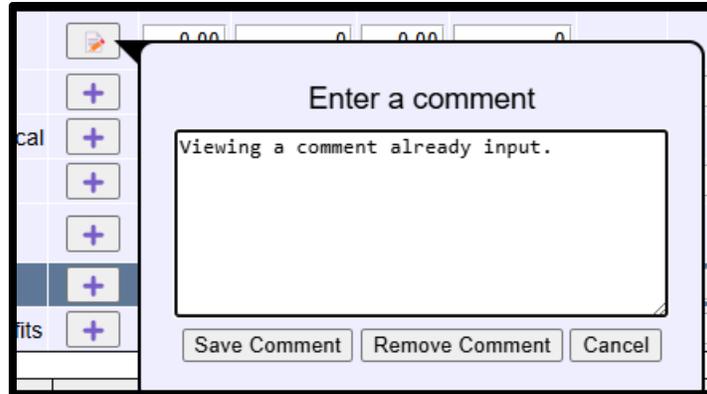


### View and Remove Comments

To view a comment, select the notepad with a pencil icon in the SE-4094 Main Form.

Line	Account Code	Description	Comment	Reg/Voc Ed		Spec Ed-S	
				FTE	Expenditure	FTE	Ex
				(1)	(2)	(3)	
<b>1000 — SALARIES</b>							
1	1160 1170	Supervision		0.00	0	0.00	
2	1610	Vehicle Drivers		1.00	0	0.00	
3	1620	Secretarial/Clerical		0.00	0	0.00	
4	1630	Aides		0.00	0	0.00	
	1550						

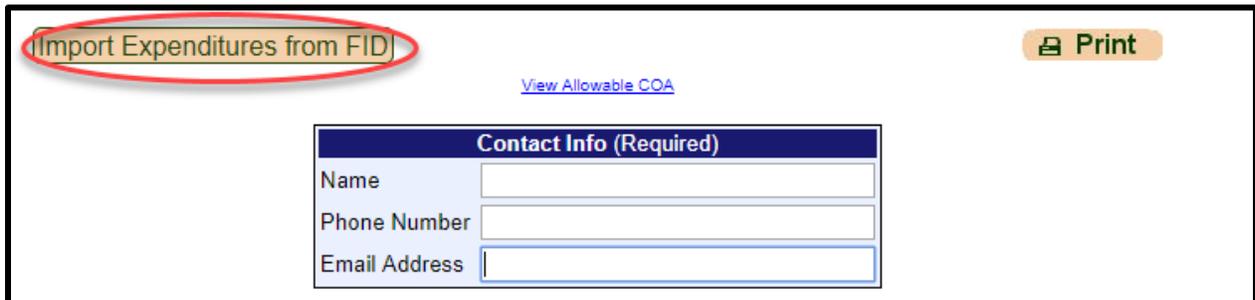
This will show the previously written comment. Select the "Remove Comment" button to remove.



## Importing from FID

The import feature is optional. You may continue to manually enter data in the SE-4094.

In the main form of the 4094 there is an "Import Expenditures from FID" button. Clicking this button will import any relevant data that has already been supplied in the main FID collection. Please see Appendix A for FID accounting combinations that will be imported during this process.



If you choose to use the import feature, please note the following:

- Your FID collection must be in "submitted" status. The deadline for the 4094 collection is approximately three weeks prior to the deadline for the FID collection.
- Your district may need to report FID expenditure data at a higher level of specificity than is currently required. Please see MDE's [Transportation Allowable Expenditures](#) for object codes used in the SE-4094.

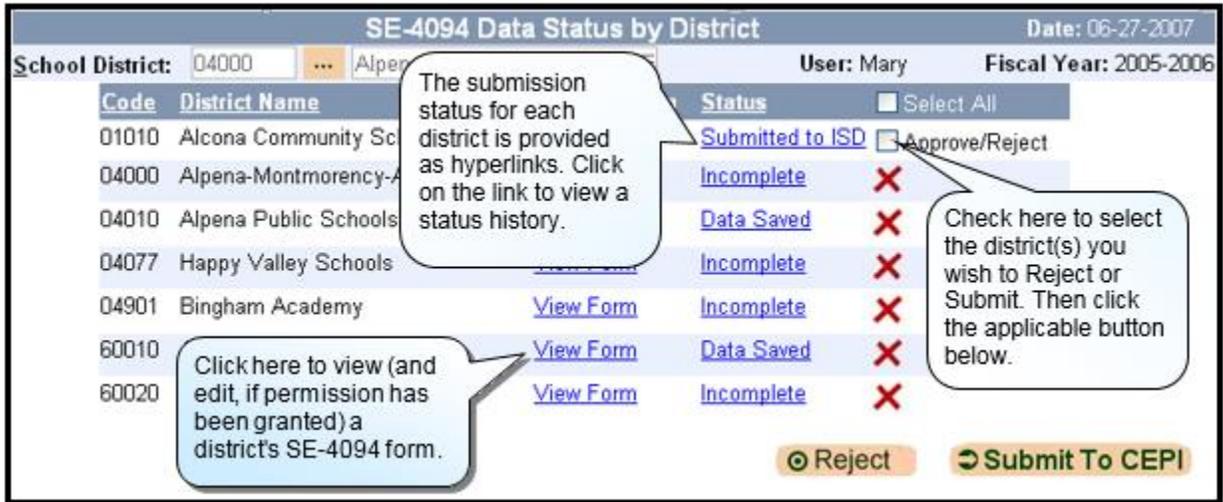
## SE-4094 ISD-Level Access

The financial forms function of FID is role-based. This section of the User Guide describes functions available to ISD-level users of the SE-4094 form.

The ISD-level role has two functions. Like a district-level user, an ISD user can enter and submit the ISD’s transportation expenditure data. ISD-level users can also review the data entries of their constituent districts and, if satisfied, complete the districts’ submissions to the state.

## Status List

Unique to ISD-level users is the status list function available from the third drop-down menu. From this screen, ISD-level users can view the current submission status of all their constituent districts and complete the final submissions to the state. An example of the status screen is shown below:



Data submissions will have one of the following statuses:

Status	Descriptions
Incomplete	No data have been entered and saved.
Data Saved	Data have been entered and saved.
Submitted to ISD	Data have been submitted to the ISD for review.
Submitted to State	ISD has submitted district data to State.
Returned to District by ISD	ISD user has unlocked the form to allow district user to make changes before submission can be completed.
Returned to District by State	State user has unlocked the form to allow district user to make changes before submission can be completed.

The district code, district name, and status columns on this screen are sortable by clicking on the column heading. Clicking on the **View Form** link adjacent to the district name will take you to the main form for that district to review what has

been completed. You may also review the status history for a district by clicking the status link next to the **View Form** link.

By default, a red "x" is populated in the final column. This indicates that the district submission has not been submitted to the ISD/State. At this point, there is no action for the ISD user to make. When the district has submitted to the ISD, the red "x" will change to a checkbox.

When a district's submission is in "Submitted to ISD" status, the ISD user can either reject the submission or finalize the submission to the State. When a district user submits the data to the ISD, the form is locked to prevent future changes.

If the ISD user discovers an issue with the data, they may choose to reject the form back to the district. This will unlock the form for the district user to make the necessary corrections. If the district user enabled the ISD edit option, the ISD user may also modify the data. Otherwise, the ISD user will have to reject the form so that the district user can submit the necessary changes.

If the ISD user determines that a district's data are accurate, they can submit the form to the state. When the "Submit to State" button is selected for a district, the status will change, and the checkbox will become a green checkmark. When all the districts on the status screen have green checkmarks, the submission process is complete.

To reject or submit a form, select the checkbox for a district, then click on the appropriate button on the bottom of the screen. Multiple districts can be selected if the ISD user prefers to submit or reject files in bulk. Click "Select All" in the column header row if you wish to reject or submit all district files simultaneously.

## SE-4094 Form (ISD View)

ISD users have view access to the forms of their own district and each of their constituents, which can be accessed through the status list screen as described previously, or by selecting "main form" from the third drop-down menu. The form is the same for both district- and ISD-level users; the difference lies in the functionality available to ISD users.

The screenshot shows a web interface titled "State Administrator and ISD Access to District Forms". It features a dropdown menu for "District:" with "41025 Northview Public Schools" selected. Below this, a yellow banner displays a red "X" icon and the text "Submission Status: [Incomplete](#)". A callout box points to the dropdown arrow with the text "Click the down arrow to select a different district."

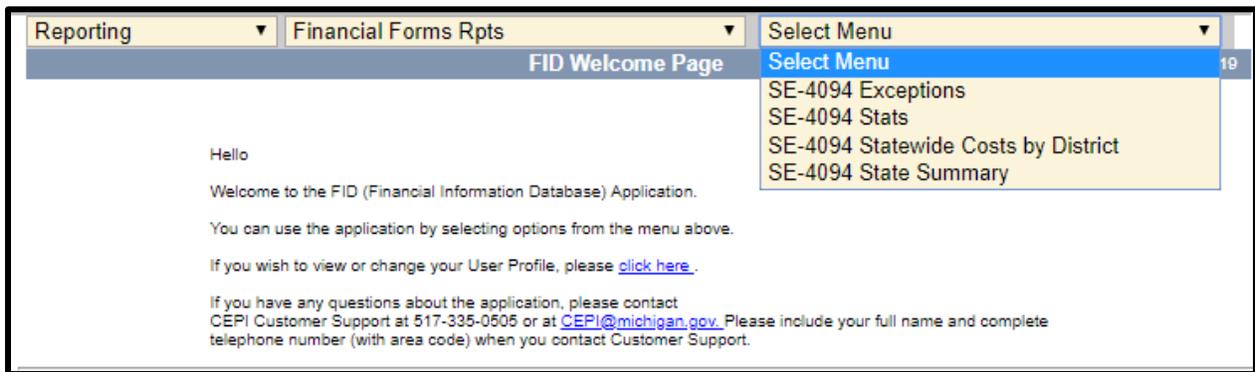
The SE-4094 form for ISD users contains a district indicator, which is a drop-down menu that allows you to navigate through all the ISD's district forms without having to go back to the status list screen. If a district indicated no transportation services, the message "This district does not operate transportation services" will appear instead of the form.

District users can grant edit privileges to the ISD. If the ISD does not have edit access to a form, this will be indicated directly below the submission status box shown in the prior picture. Without this permission, an ISD cannot edit a constituent form. Please refer to the district-level instructions for guidelines on entering data.

The ISD-level form contains buttons on the bottom of the screen from which a user can individually reject a form back to the district user or, if satisfied, submit the form to State. The district user must be contacted by the ISD user if a form requires revisions.

## Reporting

The SE-4094 has a variety of reports that provide users the opportunity to view and analyze data. To access the Reporting section of the application, select "Reporting" from the first drop-down menu, then "Financial Forms Rpts" from the second. This enables the third drop-down menu, from which you will select the desired report.



For a complete list of available reports, as well as a detailed description of what each report provides, please review the FID Report List, which can be found under the Manuals section of the [FID web page](#).

## Sec. 53a Ridership Verification

The Sec. 53a. Ridership verification page has been removed from the SE-4094. Please ensure the amount of student FTE list on the SE-4094 Main form aligns with the amount of students receiving Sec. 53a transportation services. MDE will verify the amount of students listed as receiving Sec. 53a transportation services using internal reports from MSDS.

## Appendix A: SE-4094 Import Allowable Combinations

The following combinations of Function Codes, Object Codes, Grant Codes and Program Codes may be imported from the FID if a district has already certified its FID submission:

<b>Line Item</b>	<b>Description</b>	<b>Function Code</b>	<b>Object Codes</b>	<b>Grant Code</b>	<b>Program Code</b>
1	Supervision	271	1160 1170	Sec. 52: 202 Sec. 53: 203	099 or blank
2	Bus Driver	271	1610	Sec. 52: 202 Sec. 53: 203	099 or blank
3	Secretarial/Clerical	271	1620	Sec. 52: 202 Sec. 53: 203	099 or blank
4	Aides	271	1630	Sec. 52: 202 Sec. 53: 203	099 or blank
5	Other Support	271	1550 1670 1860	Sec. 52: 202 Sec. 53: 203	099 or blank
7	Employee Benefits	271	2100 2410 2800 2920	Sec. 52: 202 Sec. 53: 203	099 or blank
8	Local Expenses	271	3210 3220	Sec. 52: 202 Sec. 53: 203	099 or blank
9	Telephone/Postage	271	3410 3430	Sec. 52: 202 Sec. 53: 203	099 or blank
12	Other Non-Veh Purch Serv	271	3450	Sec. 52: 202 Sec. 53: 203	099 or blank
16	Pupil Trans Family Veh Cost	271	3320 3330	Sec. 52: 202 Sec. 53: 203	099 or blank
18	Pupil Trans Fleet Insurance	271	3930	Sec. 52: 202 Sec. 53: 203	099 or blank
19	Contracted/Leased Buses	271	4230	Sec. 52: 202 Sec. 53: 203	099 or blank
20	Other Vehicle Related Costs	271	4130 4220	Sec. 52: 202 Sec. 53: 203	099 or blank
24	Tires/Batteries	271	5720	Sec. 52: 202 Sec. 53: 203	099 or blank

<b>Line Item</b>	<b>Description</b>	<b>Function Code</b>	<b>Object Codes</b>	<b>Grant Code</b>	<b>Program Code</b>
25	Other Supplies/Repair Parts	271	5730 5790	Sec. 52: 202 Sec. 53: 203	099 or blank
26	Office Supplies	271	5910	Sec. 52: 202 Sec. 53: 203	099 or blank
28	Other Expense/Adjustment	271	7410	Sec. 52: 202 Sec. 53: 203	099 or blank