



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: September 20, 2024

TO: Local and Intermediate School District Pupil Transportation Contacts

FROM: Troy Hansbarger, School District Consultant, Office of Health and Safety TH
Nichole Northern, Financial Manager, Program Finance Office of Special Education ^N

SUBJECT: Availability of 2024-25 Student Transportation Log (SE-4159)

This communication is to notify districts the 2024-25 Student Transportation Log (SE-4159) is now available to be downloaded from the Michigan Department of Education (MDE), Office of Special Education (OSE) [Transportation](#) webpage.

New for the 2024-25 school year, the SE-4159-SL and SE-4159-RL have been merged on a single form. To identify the appropriate form type on the SE-4159, districts will select "Regular/Vocational Transportation SE-4159-RL" or "Specialized Transportation SE-4159-SL". Only one form type may be selected for each student transportation log utilized. In addition, the log now includes fuel types for "Fossil" and "Electric." As well as Vehicle types for "Third Party" and "Parent Transportation". The log also has language for Section 53a, allowing districts to determine total riders per the count week for special education Section 53a students with specialized transportation in their Individualized Education Program (IEP).

The SE-4159 is to be used to document the number of students transported during the student transportation count week of September 30 - October 4, 2024. The completed logs will then be used to complete the 2024-25 Transportation Expenditure Report (SE-4094), which is located within the Center for Educational Performance Information's (CEPI) Financial Information Database (FID). 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 Student Transportation Count Week. If you have any questions regarding Regular/Vocational Education, please contact Troy Hansbarger at HansbargerT@michigan.gov or by calling MDE Office of Health and Safety (OHS) at 517-241-5383. If you have any questions regarding Special Education, please contact Nichole Northern at NorthernN2@michigan.gov or by calling MDE OSE, Program Finance at 517-335-0450.

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