September 13, 2012

MEMORANDUM

TO: City and County Superintendents

FROM: Warren Craig Pouncey
       Chief of Staff

SUBJECT: 2012 Pupil Transportation Route Report Information

This memorandum provides information about your annual Local Education Agency Transportation Route Report due to the Alabama State Department of Education (ALSDE) on October 15, 2012. Since this report affects your school system's transportation funding, it is extremely important that this information be shared with your transportation supervisor, as well as the staff member who compiles this report for your school system.

In 2012 the route report will again be completed via a Web application. In order to access the Web application, school systems should go to www.schools.alsde.edu and use the appropriate login information. If the supervisor or superintendent is new to the application, a “new user” account must be created by clicking the “create new user” button and following the steps. The supervisor pin code to be entered is 31496. The superintendent pin code to be entered is 61493. User names and passwords will be established by each school system user the first time he/she accesses the application. If you forget your user name/password, click on the link below the user name box on the login page (www.schools.alsde.edu) and enter your social security number and last name.

An electronic sign-off in the Web application is needed from the superintendent when the report is ready for submission. Sign-offs are also needed any time changes are made after the original data submission. **No changes can be made from October 16 through November 4, 2012.** This “lock out” time block is necessary to enable the ALSDE to compile the needed school system and statewide data.

As with the 2011 report, the Second Month Route Report, found in the School Bus Driver Record and Report Book, should be utilized to determine the data for each route. For 2012, however, a new report timeframe will be used. Instead of the second twenty days, school systems should choose the highest count (morning or afternoon) for each day **beginning with the first day after Labor Day through the end of September** to arrive at student counts for each route. All of the counts chosen should be averaged to determine the reported student data. **Loaded miles, unloaded miles, and “time on bus” should be calculated for each route by the transportation supervisor.** Directions for data entry can be found at www.alsde.edu under Pupil Transportation publications.

It is important that these reports be completed as soon as possible after the end of September in order to allow sufficient time for ALSDE staff to review the data for accuracy. **Inaccurate data can result in a loss of transportation funding for your school system.** Report data should also be compared to the LEAPS report to insure proper funding of bus driver and aide personnel.

If you have questions about this information or your route report data, please contact Jerry Lassiter or Joe Lightsey at (334) 242-9730. If you have questions about accessing the Web application, contact Ethan Taylor at 334-353-1250.

WCP/JL/JL

cc: City and County Transportation Supervisors
   Mr. Joe Lightsey
   Mr. Gary Weatherly
   Mr. Barry Kachelhofer
   Mr. Jerry Lassiter
   Mr. Ethan Taylor

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