

# School Finance

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## PAYMENT CALCULATIONS

### FY 2021 Final Payment Calculation Information

	Basic Formula <sup>3</sup>	Classroom Trust Fund <sup>1</sup>	Prop C <sup>2</sup>	Small Schools Grant \$10M <sup>1</sup>	Small Schools Grant \$5M <sup>4</sup>	Transportation
SAT/Proration/ Amount Per Dollars	6,375	\$415	\$1,046	\$271.6732	\$141.2057	30.62%
Distributed Denominator	\$3,100,765,069	\$337,204,649	\$958,400,000	\$10,000,000	\$5,000,000	\$93,947,713
		812,054.9480	914,782.5843	36,808.9264	35,409.3410	

<sup>1</sup>ADA / <sup>2</sup> WADA / <sup>3</sup> FWADA / <sup>4</sup> Tax-Rate WADA

Please call or email School Finance at 573-751-0357 ([finadmgov@dese.mo.gov](mailto:finadmgov@dese.mo.gov)) with questions or concerns about the district's calculations.

## 2021-22 BUDGET ESTIMATES

### State Adequacy Target (SAT) and Threshold Recalculation

The SAT and related Thresholds for Fiscal Year 2021-22 are as follows:

Item	Amount
State Adequacy Target FY 2022	\$6,375
Free & Reduced Lunch Threshold	29.45%
Special Education (IEP) Threshold	12.83%
Limited English Proficiency Threshold	2.07%

### DVM for FY 2022

The dollar value modifier (DVM) for FY 2022 may be viewed under [State Aid Payment Data](#).

### FY 2022 Budget Estimates

	Basic Formula <sup>3</sup>	Classroom Trust Fund <sup>1</sup>	Prop C <sup>2</sup>	Small Schools Grant \$10M <sup>1</sup>	Small Schools Grant \$5M <sup>4</sup>	Transportation
SAT/Amount						
Per/% Increase	\$6,375	\$422	\$1,047	\$270	\$140	Unknown
Governor's Budget	\$3,561,737,794	\$350,254,932	\$958,400,000	\$10,000,000	\$5,000,000	\$113,947,713
Denominator		830,000*	915,000*			

<sup>1</sup>ADA / <sup>2</sup> WADA / <sup>3</sup> FWADA / <sup>4</sup> Tax-Rate WADA

\*ADA and WADA amounts are estimated as the impact of COVID-19 and applying 163.021.4, RSMo, to the payment.

Remember that these amounts will only be achieved if revenue is available to fund at the level appropriated.

### 163.021.1(4), RSMo. Impact on Payments

163.021.1(4), RSMo. states "Computes average daily attendance as defined in subdivision (2) of section 163.011 as modified by section 171.031. Whenever there has existed within the district an infectious disease, contagion, epidemic, plague or similar condition whereby the school attendance is substantially reduced for an extended period in any school year, the apportionment of school funds and all other distribution of school moneys shall be made on the basis of the school year next preceding the year in which such condition existed."

For FY 2022, districts' Basic Formula payments will process as normal by including the greater of the FY 2020, FY 2021 or an estimate of FY 2022. For Classroom Trust Fund and Prop C, School Finance will utilize the greater of the FY 2021 or FY 2020 ADA or WADA for payment purposes. For the Small Schools Grant, FY 2021 ADA will be used to determine if a district qualifies for the grant, then the greater of FY 2021 or FY 2020 ADA will be used for payment purposes (capped at 350 ADA per statute requirements). Districts will not need to take any action for a prior year to be utilized for payment purposes when beneficial to the district under this provision. This provision does not apply to charter schools, but a similar approach will apply to the Classroom Trust Fund and Prop C payments to charters for 2021-2022 under the 5 CSR 30-660.090 Charter School Local Education Agency (LEA) Attendance Hour Reporting rule.

## 2021-22 ACH Dates

The 2021-22 Automated Clearinghouse (ACH) transfer dates are located on the School Finance website under Financial Reports. Below is also a list of those dates:

ACH Deposit Dates	
Payment transmittals will be available the business day prior to the ACH date.	
July 20, 2021	August 20, 2021
September 21, 2021	October 21, 2021
November 22, 2021	December 21, 2021
January 21, 2022	February 22, 2022
March 21, 2022	April 21, 2022
May 20, 2022	June 21, 2022

## STATUTORY WAIVERS

### Statutory Waivers Extended

Per the extension of the State of Emergency to August 31, 2021, as recently announced by Governor Parson, the following education-related statutory waivers are in effect:

- Use of School Buses – Section 163.161.1, RSMo
- Professional Development Fund, etc. – Section 160.530, RSMo
- Retired Member of PSRS Working for a District – Sections 169.560.1 and .2, RSMo
- Retired Member of PSRS Working for a District – Section 169.660.2, RSMo
- Hearings for Unaccredited or Provisionally Accredited Districts – Section 162.081.2, RSMo

### Statutory Waivers Terminated

The following education-related statutory waivers have been terminated:

- Hold Harmless Districts Exempt from Withholdings – Section 163.031.7, RSMo
- Transfers to and from the Incidental Fund – Section 165.011, RSMo
- Audit of Records – Section 165.121.4, RSMo

Also the State Board Rule 5 CSR 30-660.085 Attendance Hour Reporting is set to expire on July 30, 2021, and will not be applicable in future years.

## AUDIT REPORTS

### 2020-21 Audit Schedule of Selected Statistics

A copy of the 2020-21 Schedule of Selected Statistics that is to be included in the 2020-21 audit report is available on the [School Audit](#) webpage. The district should print and keep a copy as a reference when it reviews the 2020-21 audit report prior to submitting the audit report to DESE to ensure the **updated schedule** is used by the auditor and included in the report. The district is encouraged to compare the information in the audit on this Schedule to the data the district submitted through MOSIS, Core Data, the Annual Secretary of the Board Report, or other reports and resolve any differences prior to submitting the audit report.

## OTHER IMPORTANT REMINDERS AND TOPICS OF INTEREST

### Bonuses/Stipends/Extra-Duty Pay

Several Missouri constitutional provisions prohibit extra compensation to be paid to public employees. In addition, the Teacher Tenure Act, case law, and Opinions of the Attorney General provide that in Missouri, it is unlawful to give bonuses to public employees. When an LEA wants to compensate an employee with a stipend for extra work beyond an employee’s regular contract, then the LEA must develop written documentation beforehand that indicates the extra work to be performed, the date(s) of performance, and the amount or rate to be paid to the employee. A written agreement, if established, must also be signed by a representative of the LEA and the employee to show the acceptance of the terms. If an LEA plans to pay compensation for work beyond an employee’s regular contract, proper processes must be in place to document the extra work performed.

In addition, if paid with federal funds, the employee must complete time and effort documentation that supports the extra work beyond the employee’s regular contract. This documentation could be a semi-annual time certification or monthly personnel activity reports.

LEAs should consult their legal counsel with any questions about these provisions.

### Fund Transfer Maximums

Transferring money between funds is governed by statute and there is limited authority to transfer money from the General Fund to the Capital Projects Fund. There is no statutory authority to transfer above the maximum amount calculated.

All statutorily allowed transfers are outlined in a [Transfer](#) guidance document posted on the School Finance website under Topics and Procedures. Before planning large capital outlay projects, districts need to be aware of statutory transfer allowances and maximum transfer amounts. Below is a summary of the transfers allowed to be made between the General Fund and the Capital Projects Fund:

	Transfer Type	Transfer From	Transfer To	Note
004	Transportation Calc Cost	General (Incidental) Fund	Capital Projects Fund	Limited, amount posted under the School Finance Website under <a href="#">Data and Reports</a> .
005	Area Career Center	General (Incidental) Fund	Capital Projects Fund	Must be used to satisfy expenditures in the capital projects fund for state approved area vocational schools located within the district.
006	Grant Match	General (Incidental) Fund	Capital Projects Fund	Limited to local match percentage
007	DNR Energy Conservation Loans	General (Incidental) Fund	Capital Projects Fund	Limited to the yearly amount of cost savings certified when entering into the Energy Loan.
008	Food Services	General (Incidental) Fund	Capital Projects Fund	Limited to balances in the Food Service Account
009	Student Activities	General (Incidental) Fund	Capital Projects Fund	Used only if the Student Activities has the money or raised the money for a purpose that must be paid from the Capital Project Fund.
010	\$162,326 or 7% x SAT x WADA	General (Incidental) Fund	Capital Projects Fund	Limited, amount posted under the School Finance Website under <a href="#">Data and Reports</a> . Can never transfer above the maximum transfer amount.
016	FY06 Designated Levy or 5% x SAT x WADA	General (Incidental) Fund	Capital Projects Fund	Limited, amount posted under the School Finance Website under <a href="#">Data and Reports</a> . Cannot be used in conjunction with the 7% transfer.
018	Guaranteed Energy Performance Contract	General (Incidental) Fund	Capital Projects Fund	Limited to the yearly amount of cost savings certified when entering into the Guaranteed Energy Performance Contract.

## Over-Transfer of Funds

When planning transfers, it is essential that the district make an accurate estimate of the new fiscal year's expenditures from the Capital Projects Fund. If total expenditures versus revenues are not realistic, the district may have difficulty paying for those budgeted expenditures.

If the district exceeds its transfer ability "the Department of Elementary and Secondary Education shall deduct from a school district's state aid calculated pursuant to Section 163.031, RSMo, an amount equal to the amount of any transfer of funds from the Incidental Fund to the Capital Projects Fund or Debt Service Fund performed during the previous year in violation of this section; except that the state aid shall be deducted over no more than five school years following the school year of an unlawful transfer based on a plan from the district approved by the Commissioner of Elementary and Secondary Education", Section 165.011.6, RSMo.

## Summer School Student Attendance

To claim summer school attendance hours for state aid, the district must have an approved summer school. Summer school must be separate from your regular school term. Summer school also cannot be required.

Also, be aware that a student can only attend one school district/charter summer school. Section 167.227, RSMo, states, "No pupil shall attend summer school classes in more than one district during any one summer." If a student attends summer school in more than one district, the district that the student attended first will be the only district allowed to report the attendance hours for state aid.

Per the [ESSER](#) and [ESSER II](#) guidance documents, ESSER funds may be used to support summer school programs to the extent that such expenditures are related to preventing, preparing for, and responding to COVID 19 and the costs are reasonable and necessary. For summer school reimbursement, LEAs would be able to claim under ESSER the difference between the cost of instruction and the revenue generated by ADA through the Foundation Formula and Prop C sources. Likewise, LEAs can claim under ESSER the cost of providing supplemental or remedial service expenses during the school year in excess of what is reimbursable through the Foundation Formula. LEAs that utilize ESSER funds for all summer school or all remedial program expenses may not claim ADA for those same services. The LEA cannot be paid twice for the same supplemental service.

Note: Summer school transportation and transportation to support supplemental instruction during the school year are allowable uses of both ESSER funds and GEER Transportation Supplement funds. Any student transportation expenses funded under the CARES/CRRSA/ARPA relief programs should be coded to Function Code 2558 – Non-Allowable Transportation to avoid double claiming for reimbursement. The miles associated with these costs should not be reported on the Application for State Transportation Aid.

## PDC Expenditure Requirements Modification Enacted August 28, 2018

While the 1% PDC spending requirement has been waived for FY 2021 as noted above, the information below applies to FY 2022.

Section 160.530.1, RSMo, requires districts to spend one percent (1%) of the Basic Formula monies (based on Line 17B of the district's June basic formula calculation) for professional development committee expenditures. A minimum of seventy-five percent (75%) of one percent (1%) of the current year's Basic Formula apportionment must be spent in the year received for purposes determined by the Professional Development Committee and identified in the professional development plan in relation to a school improvement plan. This is completely separate from professional development that may be required by other programs such as title or special education programs. Expenditures should be recorded to Function Code 2214. Any portion of the other twenty-five percent (25%) of the one percent (1%) not expended during the year must be shown as a part of the restricted fund balance on June 30.

Effective August 28, 2018, HB 1606 modified 160.530.1, RSMo, to allow "that in any fiscal year ending with fiscal year 2024 in which the amount appropriated and expended to the public schools under section 163.161 for the transportation of pupils is less than twenty-five percent of the allowable costs of providing pupil transportation under said section, a school district may, by majority vote of its board, allocate an amount less than one percent of the moneys received pursuant to section 163.031, exclusive of categorical add-ons, to the professional development committee of the district but in no instance shall the district allocate less than one-half of one percent of the moneys received pursuant to section 163.031, exclusive of categorical add-ons, to the professional development committee of the district." Any portion of the amount allocated and not expended during the year must be shown as a part of the restricted fund balance on June 30.

Function Code 2214 may **only** be used to code those expenditures made to meet the requirement of Section 160.530, RSMo, described above. Any instructional staff professional development required by other programs or expenditures made that do not meet the requirement of Section 160.530, RSMo, should be coded to Function Code 2213. Expenditures coded to Function Code 2214 with a source code or project code that indicates use of funds other than Basic Formula funds will not be allowed. If improper coding has occurred the district will be required to make adjusting entries and amend the Annual Secretary of the Board Report (ASBR) as necessary.

### 2020-21 Annual Secretary of the Board Report (ASBR) Updates

Many changes have been made to the 2020-21 ASBR. These updates are listed on the School Finance ASBR [web page](#). The ASBR is now open for view and save, but will not be allowed to be submitted until July 1, 2021.

### State of Missouri Vendor Service Portal – DESE Payments

DESE has the ability to process a school payment any business day of the month. Therefore, if the State of Missouri Vendor Services portal reflects a payment number beginning with PV 500 Q11xxxxxxx, please go to School Finance Payment Transmittal page to determine the purpose of the payment received. All PV 500 Q11xxxxxxx payments are reflected on the School Finance Payment Transmittal page. Note that the Basic Formula payment is processed no sooner than the 21<sup>st</sup> of the month, unless the 21<sup>st</sup> is a weekend then the date varies at most by one day before or one day after the 21<sup>st</sup>.

Questions regarding payments found on the Payment Transmittal page should be directed to the appropriate contact found on the [Payment Contact List](#) located on the payment transmittal.

The below payment numbers will NOT be reflected on DESE payment transmittal and questions can be directed to Lanelle Hoecker, 573-526-4682, Lanelle.Hoecker@vr.dese.mo.gov:

PV E063xxxxxxx – DESE Disability Determinations  
PV E064xxxxxxx – DESE Disability Determinations  
PV E066xxxxxxx – DESE Vocational Rehabilitation

The below payment numbers will NOT be reflected on DESE payment transmittal and questions can be directed to Jennifer Frank, 573-751-8291, Jennifer.Frank@dese.mo.gov:

PV QCOxxxxxxx – reimbursement for use of a building or committee member reimbursement

### PDC – 1% Allocation Requirement

The PDC 1% allocation requirement for the 2020-21 school year is available on the School Finance website under [Data and Reports](#). Note this spending requirement has been waived for the 2020-21 year.

### Transfers – 7%, 5% and Transportation

The final \$162,326 or 7% x SAT x WADA transfer, the Designated Levy or 5% x SAT x WADA transfer, and transportation transfer are available on the School Finance website under [Data and Reports](#). These are the final calculations for the 2020-21 year.

### Annual Report of the County Clerk to the State Board of Education

The district can locate a copy of their Annual Report of the County Clerk to the State Board of Education on the School Finance Report Menu in the DESE web applications under “Annual Financial Reports”. Please note that if a county is not listed on this report, the county has not yet submitted its Annual Report.

## June 2021 Core Data

The 2020-21 June Core Data Cycle screens to complete are 9, 10, 10A, 12, 13, 14, 14A, 14B, 17, 19 and 24. Several of these screens are populated directly from files submitted through the MOSIS Data Collection System. When all errors are resolved for a MOSIS file and it is "certified", the data will be aggregated as needed and copied by DESE to the appropriate Core Data screen. The screens and related Core Data reports should be reviewed to verify that the data are correct.

These screens are to be completed and submitted by June 30, 2021. *Districts whose June Cycle data are not entered by July 15 may have their August Basic Formula payment held until September. Continued delay in submitting the June Cycle may result in the continued holding of the payment.*

## 2021-22 District Contact Information

Much of the notification process used for the ASBR, payments, and other correspondence is done by e-mail. In order to provide proper and timely notification, DESE must have an accurate e-mail address for the person(s) responsible for financial functions. The e-mail addresses must be reported on Core Data Screen 3 for the ASBR, Finance, and Bookkeeper contacts, as well as, Screen 4 for the Superintendent. Please check all of the information on the appropriate Core Data Screens to ensure the contact person's name, e-mail address, and phone number are correct.

## ATTENDANCE HOUR REPORTING

### Attendance Reporting

For guidance regarding various attendance reporting scenarios for FY 2020-21 please refer to the [School Finance Topics and Procedures](#) website at and select Attendance Reporting to find the Attendance Reporting Guidance, FAQ, and recorded webinar discussing various unique attendance reporting unique to FY 2020-21 .

Attendance hours are an important component of the average daily attendance (ADA) calculation. Accurate documentation must be kept to ensure that districts are properly reporting attendance data on students. To help ensure that districts/LEAs are reporting attendance correctly, an Attendance Hour Reporting document is available on the [School Finance Topics and Procedures](#) page located. Following are a few points to help clarify what can and cannot be claimed as attendance hours for State Aid:

- State law requires all school district personnel who are responsible for working with students in an instructional or supervisory capacity during the school day to have a valid Missouri teaching certificate. This applies to in-school suspension teachers as well as those supervising study hall, recess, virtual courses taken in school, or other computer-based instructional programs taken in school. A substitute certificate meets the requirement of a certificate when the employee is functioning as a substitute teacher in the absence of the teacher-of-record or is employed as the teacher-of-record.
- Attendance Recovery - Law does not allow for the make-up of attendance hours. If a student is absent those hours must be reported as absent hours. A school district may require a student to make-up time for excessive absences; however, this does not allow the district to count those hours as attendance hours for the student.
- Poor Attendance Days - Districts are required to report all hours of student attendance and absence. There is no allowance in state statute to drop a day of school due to poor attendance and make that day up with another day. This would be considered intentional manipulation of attendance records and would result in an overstatement of attendance hours. If the district attended school the day must be reported unless it did not meet the minimum day length to count as a day of school according to state statute.
- The only attendance hours that can be claimed for state aid that does not occur under the supervision of a certified instructor is virtual course hours. Computer based courses are different from virtual courses and cannot be claimed unless under the supervision of a certified instructor.
- Any hours claimed as remedial hours must meet the definition of remedial hours as outlined in 167.640.1, RSMo, 167.340.2, RSMo, and 167.645, RSMo. See the Attendance Hour Reporting Document for more detailed information.



- If a program is 100% funded with federal funds then the hours cannot be claimed for state aid (do not report as remediation hours, attendance hours, or summer attendance hours).
  
- Other Topics Included in the Attendance Reporting Document include:
  - Credit Recovery
  - District Paid Local Effort
  - District Paid Tuition
  - Early Dismissal of Seniors
  - Excused Absences
  - Map Testing
  - Out-of-School Suspension
  - Parent Paid Tuition
  - Zero Hour
  - Non-Tradition Methods of Instruction
    - Virtual Courses
    - Computer Based Courses
    - Homebound Instruction
    - Correspondence Courses
    - School Flex Program

### Missouri Accountability Portal (MAP) – Debt Reporting

Section 37.850, RSMo, requires school districts to report all bonded indebtedness and requires charter schools to report all debt. This information shall be supplied to Office of Administration (OA) for display on the State’s Accountability Portal.

If a school district issues new bonds or a charter school enters into debt obligations the new debts are required to be entered onto the portal within seven days of issuing a bond or incurring an obligation or debt per section 37.850, RSMo.

A user link for the portal is available on the main [Missouri Accountability Portal](#) page. In order to submit information, an entity will need to visit the portal website and obtain a secure user name and password. The user name and password can be created by selecting “create account” on the right hand side of the screen. Once credentials are granted, a user may enter the site to enter or update bond or debt information.

Most of the required fields on the reporting tool are self-explanatory; however, there have been questions regarding a couple of the fields. The description of the revenue stream is generally something such as revenue generated from a levy that was established, Classroom Trust Fund revenue, or local revenue. This list is not an all-inclusive list but provides a general idea as to what would seem to be an appropriate response. The description of the project would be a description as to what the project was, for example, a building project.

If you have questions regarding accessing the portal website, please contact OA at (573) 751-2971 or [MAPBonds@oa.mo.gov](mailto:MAPBonds@oa.mo.gov). For questions regarding what debt should be entered on the portal please do not hesitate to contact School Finance at 573-751-0357.

## SCHOOL GOVERNANCE

### Boundary Change

If there is a change in your school district’s boundary following the June election, please send a copy of the ballot with the legal description of the boundary change to the School Financial and Administrative Services Section.

### Residency – Due Diligence

As you begin to prepare for registration later this summer it is important to provide due diligence to residency. It is important to accurately report the residency status of students in all reporting done throughout the year. Acceptable forms of verification are provided on our [Residency webpage](#).



## STUDENT TRANSPORTATION

### 2020-21 State Transportation Aid Calculation

The FY 2021 state transportation aid calculation is available through the School Finance website. Select Monthly Financial Reports. Input County-District number. The Payment Transmittal is then displayed. Click on the revenue name "Transportation" on the Payment Transmittal to access the transportation aid calculation. The link to School Finance Monthly Financial Reports can be found [here](#).

This is the ninth live state transportation calculation made for the current year. The calculation is based on SY 2021 data submitted by the district on the state transportation aid documents included in Part IV of the Annual Secretary of the Board Report (Application for State Transportation Aid, School Bus and Facility Depreciation Schedules).

The percent of reduction to the calculated entitlement computed for the June 2021 calculation follows. This reduction percentage represents the amount the entitlement exceeded the appropriation and will fluctuate from month to month as revisions are made to individual school district data. The percent of reduction and the A and B factors are reflected on each district's Summary Transportation Report.

The percentage reduction and the A and B factors are as follows:

	<u>Reduction Factor</u>	<u>A Factor</u>	<u>B Factor</u>
June 2021	69.378807%	4.963513	-1.381142

### NEW Federal Entry Level Driver Training (ELDT) – Effective Date February 7, 2022

More resources to prepare for the February 7, 2022, new Federal Entry-Level Driver Training (ELDT) Regulation, can be found on the [Federal Motor Carrier Safety Administration](#) website. It contains a link to a recorded webinar discussing the new regulation, a frequently asked questions document, and training provider resources including an ELDT checklist and a curricula summary.

### State Aid for Transportation of Pupils Statute Waived

As stated in the March 30, 2021 DESE Update, a requirement of the state aid for transportation of pupils statute has been waived through August 31, 2021. This waiver means the miles driven by school buses that are delivering food and/or remote learning opportunities to students (Distanced Instruction allowance ends as of July 30, 2021), and/or providing Wi-Fi near students' homes, are allowable transportation costs (under the district's emergency preparedness plan) and may now be reported as eligible route miles on the Application for State Transportation Aid. Amid COVID-19 school closures, schools continue to take food and school to Missouri students, instead of bringing students to school.

### Certified School Bus Driver Instructor Training

The Certified School Bus Driver Instructor recertification training will be held in Columbia on July 20, 2021. The Certified School Bus Driver Instructor workshop is July 28-30, 2021, in Warrensburg. Registration forms for this training and a listing of all current certified School Bus Driver Instructions are available [here](#).

### National School Bus Safety Week

2021 National School Bus Safety Week: **October 18-22, 2021**, and the theme is "Be Safe - Know the Danger Zone". To order posters, contact the American School Bus Council at [info@americanschoolbuscouncil.org](mailto:info@americanschoolbuscouncil.org).

### 2020-21 Transportation Data Collection

The transportation data are collected through the Annual Secretary of the Board Report via the ASBR web applications process. The data required for the Application for State Transportation Aid and School Bus and Facility Depreciation Schedules have not changed. The ASBR must be submitted via the Web Application by midnight, August 16, 2021.

## Missouri State Transportation Aid Document Preparation Manual

The 2020 Missouri State Transportation Aid Document Preparation Manual is available on the School Transportation website at <https://dese.mo.gov/media/pdf/missouri-state-transportation-aid-document-preparation-manual>. This manual should be used as a reference guide as the district completes the transportation documents within the ASBR and finalizes the ASBR transportation coding.

### **School Finance**

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<https://dese.mo.gov/financial-admin-services/school-finance/>



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