

School Finance

Highlights for this Issue

- ◆ [September Payments](#)
- ◆ [163.021.1\(4\), RSMo. Impact on Payments](#)
- ◆ [Summer School ADA](#)
- ◆ [State Adequacy Target \(SAT\) and Thresholds](#)
- ◆ [DVM for FY 2022 & FY 2023](#)
- ◆ [State Adequacy Target \(SAT and Threshold Recalculation for FY 2023 & FY 2024\)](#)
- ◆ [Claiming Prekindergarten ADA for State Aid](#)
- ◆ [Calendar Requirements for PK Programs Claimed for State Aid](#)
- ◆ [Estimated Regular Term Average Daily Attendance \(ADA\)](#)
- ◆ [Relief Grants – Revised Timelines](#)
- ◆ [Bonuses/Stipends/Extra-Duty Pay](#)
- ◆ [Summer School Student Attendance](#)
- ◆ [Attendance Reporting](#)
- ◆ [Students Moving Between Onsite and Virtual Courses](#)
- ◆ [Students put on a COVID-19 Related Quarantine](#)
- ◆ [September 2021 Membership Report to the Counties](#)
- ◆ [September 2021 Membership Count – Last Wednesday in September](#)
- ◆ [2021-22 Core Data Screen 6](#)
- ◆ [October Student Core Free and Reduced Lunch Status](#)
- ◆ [Fiscal Year 2021 Audit Submissions via Tiered Monitoring System](#)
- ◆ [Publication of the Audit](#)
- ◆ [Submitting the Single Audit to the Federal Audit Clearinghouse](#)
- ◆ [Minimum Salary Requirements](#)
- ◆ [School Calendar Requirements](#)
- ◆ [Requirement to Provide Transportation](#)
- ◆ [Ridership Lists](#)
- ◆ [National School Bus Safety Week](#)
- ◆ [NEW Federal Entry Level Driver Training \(ELDT\) Key Information – Effective February 7, 2022](#)

PAYMENT CALCULATIONS

September Payments

Basic Formula

The payment was based on the current data available for Fiscal Years 2021-22, 2020-21, and 2019-20 weighted average daily attendance (WADA).

Classroom Trust Fund

The payment was calculated using Fiscal Year 2020-21 average daily attendance data (ADA) if the ADA was greater than zero; otherwise, Fiscal Year 2019-20 ADA was used. Adjustments will be made in future months to reflect districts' School Year 2020-21 data submissions. Due to technical difficulties we were unable to implement the necessary changes to comply with 163.021, RSMo., (see below) but are planning to implement those changes in the upcoming months. Once implemented all payments will be adjusted to ensure the LEA is paid the correct year-to-date amount.

Proposition C

The payment was based on Fiscal Year 2020-21 weighted average daily attendance (WADA). Due to technical difficulties we were unable to implement the necessary changes to comply with 163.021, RSMo., (see below) but are planning to implement those changes in the upcoming months. Once implemented all payments will be adjusted to ensure the LEA is paid the correct year-to-date amount.

Transportation

The payment was based on the June 2021 Transportation payment data and the Fiscal Year 2020-21 Transportation appropriation.

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.

Summer School ADA

One common data quality issue affecting a district’s calculation is the lack of the 2021 summer school attendance data provided through the MOSIS August submission; therefore, the payment weighted average daily attendance for the district may not include a summer school component. The weighted average daily attendance value used in the formula calculation will change in some future months once the summer school attendance data has been submitted to DESE. *Districts should submit the 2021 summer school attendance data as soon as possible.*

State Adequacy Target (SAT) and Thresholds

The SAT and related thresholds for FY 2022 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 & FY 2023

The dollar value modifier (DVM) for FY 2022 and FY 2023 may be viewed [here](#) under State Aid Payment Data.

State Adequacy Target (SAT) and Threshold Recalculation for FY 2023 & FY 2024

The SAT and related Thresholds for school years 2022-23 & 2023-24 have been recalculated. The SAT was calculated at \$6,259 but per 163.011 RSMo, “The recalculation shall never result in a decrease from the state adequacy target as calculated for fiscal years 2017 and 2018 and any state adequacy target figure calculated subsequent to fiscal year 2018.” The SAT and thresholds are as follows:

Item	Amount
State Adequacy Target FY 2023 & FY 2024	\$6,375
Free & Reduced Lunch Threshold	30.95%
Special Education (IEP) Threshold	13.11%
Limited English Proficiency Threshold	2.29%

Claiming Prekindergarten ADA for State Aid

163.018, RSMo, now allows for all districts and charter schools to claim a small portion of their prekindergarten students for state aid if the prekindergarten students meet certain criteria. 163.018, RSMo, allows for a school district that operates an early childhood education program to receive state funding through the foundation formula for some students between the ages of three and five who are eligible for free and reduced lunch. This legislation will allow these students to be included in the average daily attendance calculation (ADA) of the district or LEA charter school. The total number of such pupils included in the ADA calculation cannot exceed 4% of the total number of resident pupils eligible for free and reduced lunch between the ages of five and eighteen as of October 1 who are included in the district's ADA calculation.

Calendar Requirements for PK Programs Claimed for State Aid

In order to claim PK for state aid the LEA must have either a full day PK program that is 1,044 hours and plans 36 weather make-up hours or have a half day PK AM or PK PM program that is no less than 522 hours and plans 36 weather make-up hours.

A certificated staff member paid minimum salary per [163.172](#), RSMo, must teach the program.

More information on this topic can be found in guidance that has been posted on the [Finance Topics & Procedures webpage](#) under PK Eligibility for State Aid.

Estimated Regular Term Average Daily Attendance (ADA)

If a district has had an increase in enrollment or other factor that will make the FY 2022 regular term ADA higher than the preceding two years, the district may wish to estimate their ADA for payment purposes. In addition, if your district will be claiming prekindergarten students for state aid for the first time in FY 2022 it will be necessary to estimate an ADA including those prekindergarten students in order to be paid on those students this year. Estimates including prekindergarten students should be submitted only after the MOSIS 2022 October Student Core file is submitted so that the maximum 4% of prekindergarten students can be calculated.

To help determine if it would be advantageous for your district to estimate ADA for the FY22 year, please see the Estimated ADA page located under School Finance in the web application system. In addition, the Estimated ADA Calculation tool was developed to compare current year information for your district to the district's first or second preceding year WADA. This tool is found on the School Finance website under [Calculation Tools](#). There is a sheet in the tool labeled "Instructions" that provides instructions on estimating ADA and logic related to estimated regular term ADA.

If your district determines it is appropriate to estimate an ADA for FY22, please email your district finance contact the following:

- The regular term ADA the district/charter wishes to estimate separated by PK and the K-12.
- The enrollment used as the base for the estimate.
- The attendance percentage used to develop the estimate.
- Any other logic applied to determine the estimate provided.

Once the email is received, the information provided will be reviewed to determine if the estimate appears reasonable. If the estimate appears reasonable then your district's school finance contact will enter the estimate on the Estimated ADA Screen. Please monitor your estimated ADA throughout the year to ensure overestimating does not occur. This estimate may be adjusted at any time during the year by submitting a revised estimate that includes the detailed information outlined above.

Revisions to the 2021-22 estimated ADA may be made through **May 15, 2022**. Contact School Finance staff if you have questions about estimating ADA.

RELIEF FUNDS

Relief Grants – Revised Timelines

DESE has updated the timeline for obligations under certain relief grants. The Tydings Amendment allows the obligation deadline for the Transportation Supplement and the Missouri Student Connectivity – Connections grants to be extended to September 30, 2022. The guidance documents for each grant have been updated to reflect these changes. For additional information, please see [Administrative Memo FAS 21-005](#).

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.

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. In addition, summer school 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](#) and [ESSER III](#) 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 are 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.

ATTENDANCE REPORTING

Attendance Reporting

Guidance regarding various attendance reporting scenarios and how to claim attendance during the 2022 School Year can be found in the Attendance Reporting document from the [School Finance Topics and Procedures website](#) under the Attendance Hour Reporting area.

The board rule allowing for Distanced Instruction expired on July 30, 2021. There is no allowance after that date to provide instruction remotely using an AMI-X plan.

Students Moving Between Onsite and Virtual Courses

To claim attendance for State Aid a student must be onsite and receiving instruction by a teacher certificated by the state of Missouri, or enrolled in a course meeting the requirements of a virtual course per 162.1250, RSMo.

When a student is onsite, attendance is counted for the time they are enrolled and present under the supervision of a certificated teacher. They are absent for the time they are enrolled and NOT present under the supervision of a certificated teacher.

When a student is enrolled in a course meeting the requirements of a virtual course per 162.1250. RSMo., attendance is claimed upon completion of 50% or 100% of the course, at a rate of 47% or 94% respectively, of the hours it would have taken to complete the course onsite.

If a student switches from virtual to onsite before reaching a component of course completion, no attendance hours can be claimed for the portion of time the student was not onsite. If a student switches from onsite to virtual, the student would need to reach a component of course completion to claim attendance for the time enrolled in the virtual course, and the onsite portion can be claimed based on hours attended. In no case shall a student have more attendance and absent hours than the total possible calendar hours for their building and grade level. Regardless of attendance claiming status, LEAs should prioritize course transition decisions based on the best interest of the student.

Students put on a COVID-19 Related Quarantine

A student placed on COVID-19 related quarantine is deemed to qualify for homebound instruction which then allows for alternative instruction to be provided and attendance hours claimed outside of onsite site or virtual attendance hour claiming.

1. A student on COVID-19 quarantine can be provided five hours of one-on-one instruction to be provided in a Sunday to Saturday time period. This instruction can be done in person, through electronic methods and/or by phone.
 - a. Attendance when a student is provided five hours of one-on-one instruction is claimed as full time for the week only if the 5 hours of one-on-one instruction was provided. If less than five hours of one-on-one instruction was provided only the time provided can be counted as attendance hours, the remaining must be counted as absent hours.
2. A student on COVID-19 quarantine can video chat directly into the classroom while the teacher is teaching other students and the student participates in the class.
 - a. Attendance when a student video chats directly into the classroom is taken similar to onsite attendance where the student is counted as present for the time they are present (visible to the teacher) and they are absent for the time they are NOT present.
3. A student on COVID-19 quarantine can be provided instruction using the method of instruction approved by the Department of Elementary and Secondary Education in the districts Alternative Method of Instruction (AMI) plan.
 - a. Attendance when a student is provided instruction using the method approved in the districts AMI plan is based on each individual course and if the assignment is completed and submitted within the time frame approved in the AMI plan. Those courses where the assignments were not completed and submitted in accordance to the AMI plan the student would be considered absent.
 - i. This is separate from implementation of an AMI plan at the school or LEA level. Attendance under this method is not limited to 36 hours per student under quarantine and does not count towards the LEA limit of 36 hours of AMI use.

CORE DATA

September 2021 Membership Report to the Counties

Prior year's September membership data (September 2020) for the 2020-21 school year are used by the county to calculate the 2021-22 distribution of Fines, Escheats, etc., as well as the apportionment of State Assessed Railroad and Utilities Revenue. A September membership report, which lists the membership data by district within the county as submitted to DESE by each district, is accessible on the School Finance website.

Two September Membership reports are available in Core Data. To access these reports, log on to the [DESE Web Applications](#) and then select Data Collection. Once in the Data Collection system, change the year to 2020-21 and select the Report Menu option from the left hand navigation menu. Select Summary Reports. One report, the September Membership Comparison Report (SAR070R), compares September membership as reported by the district for the year selected and the prior year. The other report, September Membership Report (SAR080R), displays only the data for the year selected. Please review the membership data. If reporting errors are found, update the September 2020 membership through the 2021 MOSIS October Student Core file. Remember, a change made to September membership may necessitate a corresponding change to enrollment.

September 2021 Membership Count – Last Wednesday in September

The last Wednesday in September (September 29, 2021) is the membership count day and the enrollment count day. In the 2022 October Cycle MOSIS Student Core submission, individual student data are used to populate Core Data Screen 16 to provide enrollment data by male/female in the appropriate categories and report the September 2021 membership data by county. The Core Data & Missouri Student Information System Reference Manual provides the definitions for September enrollment and membership. Please certify data for the October cycle screens by October 15, 2021.

Reminders regarding reporting of enrollment and membership for students attending districts outside their district of residence:

- 1) District paid tuition – When the district of residence pays another district full tuition, the district of residence will receive the membership for the student but not the enrollment. Such students are known as Resident II students to the district of residence. The district educating the student will include the student in their MOSIS file as a non-resident with the appropriate district of residence code. This will allow the district receiving the tuition and educating the student to include the student in non-resident enrollment and will move other data, such as membership and attendance data, to the district of residence's core data files.
- 2) Parent paid tuition – When a parent pays tuition for a student to attend another district, the district of residence will not report the student in their MOSIS files and will not receive enrollment or membership. The district receiving the tuition from the parent and educating the student will include the student in their MOSIS file as a parent tuition student. This will allow the district receiving the tuition and educating the student to include the student in non-resident enrollment and move certain data to the district's core data files.
- 3) Local effort – When a district pays local effort only (as opposed to full tuition) to another district for a student attending that district, the district paying the local effort will not report the student in their MOSIS files and will not receive enrollment or membership. The district receiving the local effort payment and educating the student reports the student in their MOSIS file as a resident student. This will allow all appropriate data to flow into the district's core data files.

Students Taking Virtual Courses – When a district has students taking Virtual Courses per Sections [161.670](#) and/or [162.1250](#), RSMo, they can be counted in attendance one of the ten preceding school days as long as the student is actively engaged in the learning process.

2021-22 Core Data Screen 6

The FY2021 tax levies and assessed valuations are reported on Screen 6 titled "District Tax Data" in the Core Data Collection System. The tax levy information entered on Screen 6 must agree with the levies on the **Estimate of Required Local Taxes** form, which is to be filed with the respective county(ies) by September 1. The assessed valuation data for 2021 entered on Screen 6 is the estimated assessed valuation received from the county in June/July for the 2021 calendar year and used in the calculation of the district's tax rate ceiling. Do not enter the December 31, 2020, assessed valuation on Screen 6 nor update the assessed valuation after the tax rate is set.

Please enter the Screen 6 data as soon as possible as this will affect the accuracy and completeness of the Missouri School Directory.

October Student Core Free and Reduced Lunch Status

All LEAs must enter each student's lunch status in the October MOSIS Student Core File submission. LEAs must determine eligibility through the free or reduced price meal application process using federal eligibility guidelines aligned with the National School Lunch Program or through the direct certification process to report student eligibility status in the 2021 October Student Core MOSIS file. This data is used for a variety of reasons and it is important for the LEA to obtain documentation to accurately report each student's Free and Reduced Lunch status in MOSIS file submissions.

AUDIT REPORTS

Fiscal Year 2021 Audit Submissions via Tiered Monitoring System

The following guidelines are provided for the Fiscal Year 2021 Audit Submissions:

- Audits, copies of signed board minutes approving the audit, and management letters must be submitted to DESE via the Tiered Monitoring System. The documents should be in Adobe searchable pdf format, version 11.0 or lower. The file description should easily identify the document, such as audit, management letter, or signed board minutes.
- The audit report must be uploaded as "Audit Documents (required fiscal audit)" and the board minutes, management letter and any corrective action plans should be "Audit Documents (supporting docs)" in the file upload dialog box for the 2021-22 fiscal year. The file upload box will also require adding the contact information for the auditor before the audit report can be uploaded. (Use the [global document repository \(uploads\)](#) link under "Utilities" on the right side of the screen to upload the documents.)
- The deadline for submitting audits is **December 31, 2021**.
- Copies of signed board minutes and management letters may be submitted after the December 31 deadline. These documents should include all required signatures, which is a change from current practice.
- The school, not the auditor, is responsible for ensuring that the audit, board minutes, and management letter are submitted to DESE in compliance with the provisions of the audit rule. With the change of audit submission via the Tiered Monitoring System, the auditor should not have access to this system and, therefore, not be able to upload the audit documents.
- To minimize the need for subsequent audit corrections, schools are strongly encouraged to complete the following checklist prior to submitting the audit:
 - The pages of the audit have been compared to the Table of Contents and no pages are missing or out of order. Audits with missing pages may be rejected as incomplete.
 - The audit includes the auditor's signature and the date of the audit report. Audit reports that are not signed and dated may be considered a draft, not a final report. Draft reports will not be accepted in satisfaction of the audit requirement.
 - The ending debt balances in the audit report (reported in the financial statements and/or Notes to the Financial Statements) agree to the balances reported in Part IV, Long and Short Term Debt, of the Annual Secretary of the Board Report (ASBR). Any differences should be reconciled.

- The audit includes the updated version of the Schedule of Selected Statistics, which is found on the [School Audits](#) webpage.
- The data reported on the Schedule of Selected Statistics agrees to the corresponding data on the ASBR and MOSIS/Core Data. If changes to the ASBR and/or MOSIS/Core Data are needed because of the review, please revise and resubmit corrections as soon as possible and notify your auditor of any changes.
- Submit/upload corrective action plans for federal and state findings in a separate document from the audit report.
- The audit submission includes the district's Single Audit, if applicable. There is no provision in the rule allowing the Single Audit portion of the audit to be submitted at a later date.

Publication of the Audit

Per 165.121, RSMo, within thirty days of the receipt of the audit report the school board shall cause a summary of the report to be prepared which shall include, together with any other matter the board deems appropriate, the following:

- 1) A summary statement of fund balances and receipts and disbursements by major classifications of each fund and all funds;
- 2) A summary statement of the scope of the audit examination;
- 3) The auditor's opinion on the financial statements included in the audit report.

Immediately upon the completion of the summary, the school board shall cause it to be published once in a newspaper within the county in which all or a part of the district is located which has general circulation within the district or, if there is none, then the board shall cause the summary to be posted in at least five public places within the district. The publication shall contain information as to where the audit report is available for inspection and examination. The report shall be kept available for such purposes thereafter.

Submitting the Single Audit to the Federal Audit Clearinghouse

Districts/charter schools that have a Single Audit are required to submit a data collection form and reporting package to the Federal Audit Clearinghouse (FAC) at the U. S. Bureau of Census within the earlier of 30 days from the receipt of the audit report or nine months after the end of the audit period (March 31 of the subsequent fiscal year). The reporting package consists of the complete audit (financial statements and auditor's reports) and, as necessary, a summary schedule of prior audit findings and a corrective action plan for current year audit findings. Reports should be submitted to the FAC.

Districts/charter schools that expend less than \$750,000 in total federal funds are not required to send a copy of the audit report to the Federal Audit Clearinghouse.

A copy of the reporting package should also be sent to pass-through entities, including the Department, if the Schedule of Findings and Questioned Costs includes audit findings or a summary schedule of prior audit findings relating to federal awards provided by the pass-through entity.

The Department of Education (USED) has recently updated guidance to more precisely identify grant program expenditures. The Department of Education (USED) requests that grantees include on the Schedule of Expenditures of the Federal Awards (SEFA) page of Form SF-SAC, if applicable: (1) whether the program is novel coronavirus 2019 (COVID-19) relief assistance (see list below of COVID-19 programs); and (2) the subprogram ALN alpha.

OMB's instructions to auditees in the FY 2020 Compliance Supplement instructed auditees to include COVID-19 in Column c (see 2020 Compliance Supplement Appendix VII beginning on page 8-VII-2 at https://www.whitehouse.gov/wp-content/uploads/2020/08/2020-Compliance-Supplement_FINAL_08.06.20.pdf)

Questions regarding implementation of this guidance should be emailed to Patrick Smith, Audit Liaison Officer, of the Office of Acquisitions and Grants Administration (OAGA) at patrick.smith@ed.gov.

OTHER IMPORTANT REMINDERS AND TOPICS OF INTEREST

Minimum Salary Requirements

In 2021-22 the minimum teacher's salary is \$25,000 and the minimum salary for a full-time teacher with a master's degree with at least ten years public teaching experience is \$33,000.

All teachers are to receive at least their FTE proration of the applicable state minimum salary. Teachers include study hall teachers, in-school suspension teachers, and all others for whom the students' hours are included in the average daily attendance calculation for state aid.

The penalty for noncompliance with the minimum salary requirements of Section 163.172, RSMo, is stated in Section 163.021.3, RSMo. The statutory penalty for noncompliance is a reduction of the Basic Formula to the 1993-94 amount per eligible pupil. Therefore, it is important that each district ensure compliance with the minimum salary requirements. Questions on specific situations should be directed to the School Finance staff at 573-751-0357.

School Calendar Requirements

Missouri statute directs that *each school board shall prepare annually a calendar for the school term* per Section 171.031.1, RSMo. The school term in school year 2021-22 and subsequent years shall consist of one thousand forty-four hours of actual pupil attendance with no minimum number of school days required, and "school day" shall mean any day in which, for any amount of time, pupils are under the guidance and direction of teachers in the teaching process. For kindergarten and prekindergarten grade levels, the board shall provide a minimum of five hundred twenty-two hours of actual pupil attendance in a term with no minimum number of school days. In short:

For the 2021-22 year, there is an hour requirement of 1,044 hours or 522 hours in session for half-day kindergarten or prekindergarten programs claimed for state aid.

- There is no minimum and maximum day length.

For the 2021-22 year, there is a make-up hour requirement instead of a day requirement.

- 36 planned make-up hours are required.
- The district or charter school cannot go below 1,044 hours in session, or 522 hours in session for half-day kindergarten or prekindergarten programs claimed for state aid, unless forgiven by weather make-up requirements. Weather make-up requirements are:
 - The first 36 weather hours are made up and then half the amount thereafter up to 48 hours, for a maximum of 60 total make-up hours.

There is also an option to use up to 36 Alternative Method of Instruction (AMI) hours. AMI hours can be used for any hours of school lost or cancelled due to exceptional or emergency circumstances during a school year which shall include, but not be limited to, inclement weather, a utility outage, or an outbreak of a contagious disease. The alternative method of instruction, provided for in a DESE approved plan, can be used for up to 36 hours during the school year pursuant to 171.033.5, however, since these are considered hours of instruction they do not offset the requirement to plan 36 weather make-up hours.

STUDENT TRANSPORTATION

Requirement to Provide Transportation

Staffing shortages continue to create many challenges for businesses and industries across the country, and Missouri's public schools are no different. The Department of Elementary and Secondary Education (DESE) recognizes these are complex issues and that school leaders are working hard to be strategic and creative when troubleshooting these problems locally. One of those challenges is a shortage of school bus drivers.

Recent news reports describing plans to cancel bus routes on days when a driver is not be available have come to DESE'S attention. The requirement for providing transportation is outlined in [Section 167.231, RSMo](#), which states that students living more than 3.5 miles from school shall be provided transportation. Unless the route, or portion of the route, that may be subject to cancellation is less than that distance, the district would be in violation of state statute.

DESE appreciates that districts are operating under extremely difficult circumstances, but must remind districts of the statutory obligation to provide transportation to qualifying families. Failing to do so could place the district at risk of additional legal liability.

Ridership List

On October 13, 2021 (the second Wednesday in October), the compilation of the LEA's first ridership list for the year should be completed. This list should only include students' names who regularly rode the buses (at least once per week) living both one mile or more from school (eligible students for state aid) and less than one mile (ineligible students for state aid). The ridership list from the second Wednesday of October will be combined with the ridership list from the second Wednesday of February (February 9, 2022). The ridership lists is reported at the end of the year on the Application for State Transportation Aid (Section I Pupil Data - A thru F) of the 2021-22 Annual Secretary of the Board Report (ASBR) due August 15, 2022.

National School Bus Safety Week

National School Bus Safety Week is October 18-22, 2021. This Year's Theme is **"1 Bus + 1 Driver = a Big Impact on Education."** A National School Bus Safety Week Resource Guide and Activity Booklet may be printed off at [NAPT](#) website.

NEW Federal Entry Level Driver Training (ELDT) Key Information – Effective February 7, 2022

The Federal Motor Carrier Safety Administration website details key points regarding the new Federal Entry Level Driver Training, which is effective February 7, 2022, for your transportation department and any other entry level employees who are obtaining their CDL or making changes to their CDL. The [Training Provider Registry](#) is now also available.

School Finance

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



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