

# Out-Of-Town Magnet School Transportation Grant Application (ED021) Instructions

Revised July 2024

## Purpose of Form

The purpose of Form ED021 is to collect information necessary to calculate grants for out-of-town magnet school transportation as identified in Section 10-264i of the Connecticut General Statutes. In order for a student and associated transportation costs to be included on this application:

- The student must be transported to and from an approved interdistrict magnet school not located in the student's resident town or school district, and
- The student's resident town or school district must register or maintain a record of the student.

## General Instructions

Form ED021 is submitted twice each school year: a fall submission to report initial estimates of students and transportation costs for the year, and a spring submission to report updated estimates. For the 2024-25 school year, the fall submission is due on September 16, 2024, and the spring submission is due on March 17, 2025. Form ED021 must be completed on the Connecticut State Department of Education (CSDE) data collection website at <https://www.csde.state.ct.us>. This site requires district-level login credentials and a two-step login process:

- To access the list of applications (same as used as first step login to access ED012 and ED017 and the Public School Information System (PSIS)): District ID (3-character code) and password.
- From the list of applications, choose ED021. District ID (same 3-character code) and password (same as used to access ED012 and ED017).

Generally, the number of students transported to a school should not exceed the school's enrollment, by resident town (it may be less, due to students who are not transported by your district). In the fall submission, the enrollment figures prefilled on the form are projections, so variances between the transportation and enrollment figures may be expected. However, in the spring submission, the enrollment figures shown are actual October 1 enrollment. CSDE may question instances where the reported number of students transported exceeds enrollment from a resident town. **In cases where a student is transported for part of the year, but then is replaced by another student, only one student should be reported in the count of students transported.**

A student may be reported only once on this form. If different districts transport a student to and from school, or in other situations where more than one district incurs transportation costs for a student, only one district may include the student on this form. Districts may make separate arrangements to reimburse costs as appropriate. Please refer to Appendix A for examples of specific transportation scenarios and how they should be reported.

If you have questions about filing the application, please contact David Twedt at [david.twedt@ct.gov](mailto:david.twedt@ct.gov) or 860-713-6492.

## Contact Information

Provide the name, telephone number, and e-mail address of the person responsible for completing the application.

## **Schedule 1: Magnet School And The Estimate Of Students Transported By Town Of Residence**

Columns 1-2: List each interdistrict magnet school and town of residence for which you provide out-of-town transportation. To add lines to Schedule 1, use the down arrow from the drop down box below the heading "Select school from list below". Select a school by moving the cursor over the name of the school and left clicking the mouse. The name of the selected school will be displayed along with another drop down box that will allow you to select the town of residence. After selecting the town, click the Add button, and the magnet school, town of residence and enrollment will appear under "List of Magnet Schools Selected". If either the desired magnet school or town of residence is not listed, please contact David Twedt at david.twedt@ct.gov or 860-713-6492.

Column 3: Prefilled with magnet school enrollment from the town of residence shown. For the fall submission, the enrollment shown is a projection from Form ED614, Application for Interdistrict Magnet School Funds, filed by the magnet school. For the spring submission, the enrollment shown is the actual October 1 enrollment reported in the Public School Information System (PSIS) October Collection.

Column 4: Enter the estimated number of students transported from the town of residence shown. Include all students who will be reported on Schedule 2. Click "save data" prior to exiting the screen. For the spring submission, the estimates previously provided on the fall submission will be prefilled; please update as necessary.

## **Schedule 2: Estimated Costs By Transportation Type And Number Of Students Transported**

### **Column Instructions**

Columns 1 and 2 To be completed **during the fall submission**. In column 1, provide the estimated number of students transported. In column 2, provide the estimated total annual cost of transportation (not the per pupil cost).

Columns 3 and 4 To be completed **during the spring submission**. These columns will be prefilled with the estimates previously provided on the fall submission. If the figures as shown are still correct, proceed with Certification (the spring submission must be certified whether or not there are changes from the fall). Otherwise update as necessary, then proceed with Certification.

### **Line Instructions**

Line 13: Report the number of students and the costs for students transported on vehicles operated by your town/school district.

Line 14: Report the number of students and the costs for students transported under contract with a school bus/van transportation provider.

Line 15: Report the number of students and the costs for students using public transportation reimbursed by your town/school district.

Line 16: Report the number of students and the costs for students transported by a private vehicle, such as a taxi, paid for by your district.

Line 17: Report the number of students and the costs for students to be transported by their parents/guardians under **written agreement with your district**, with a cap of \$5.00 per school day. This method may be used only when no bus is provided for transportation between the resident town and school, and may not be used to accommodate individual circumstances when a bus is provided.

NOTE: If a parent/guardian transports a student for a full school year of 180 days, the maximum cost that can be claimed is \$900 per driver. Certain students enrolled in part-time magnet school programs attend only 4 days per week; the maximum that can be claimed for these students is \$720.

Line 18: The sum of lines 13 through 17. (The internet application will compute these amounts automatically.)

### **Certification**

The Superintendent's Unique Code Number must be entered into the certification area. The data must be certified by the Superintendent for the fall submission and again in the spring even if no revisions are made to the fall figures. Once the Superintendent's code has been entered, the data cannot be altered without authorization from the Finance and Internal Operations Office, Bureau of Fiscal Services.

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| <b>Appendix A</b><br><b>Examples of Common Reporting Scenarios</b> |
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There are a variety of scenarios for reporting students on Form ED021, depending on the unique transportation arrangements made by each magnet school and local district. Common scenarios are described below:

1. The magnet school provides transportation for students from a local district and bills the local district for the cost. The local district applies for the grant, and reports the number of students transported and the estimated amounts to be paid to the magnet school.
2. The magnet school provides transportation for students from a local district and applies for the grant directly. In this case, the local district does not apply for the grant.
3. A local district transports its resident students to the magnet school. The local district applies for the grant, and reports the number of students transported and the estimated transportation costs.
4. A local district (transporting district) transports students residing in a different district (resident district) to the magnet school under the terms of a written agreement and bills the resident district for the cost. The resident district applies for the grant, and reports the number of students transported and the estimated amounts to be paid to the transporting district.
5. A local district (transporting district) transports students residing in a different district (resident district) to the magnet school under the terms of a written agreement and applies for the grant directly. In this case, the resident district does not apply for the grant.
6. The magnet school provides transportation for students from a local district to school in the morning, and the local district provides transportation home in the afternoon, or some other variation of this arrangement. Either the magnet school or local district may apply for the grant depending on their mutual agreement; however **in no case may a student be reported more than once on Form ED021.**
7. A local district enters into a written contract with individual parents to provide transportation for their own children for \$5.00 per day. This method may be used only when no bus is provided for transportation between the resident town and school, and may not be used to accommodate individual circumstances when a bus is provided. The local district applies for the grant, and reports the number of students transported and the estimated transportation costs. Please note that the Connecticut State Department of Education does not recommend this option because of the potential liabilities involved.