

**REPORTING REGULAR EDUCATION
PREKINDERGARTEN PUPILS
(APPENDIX E)**

The following chart provides guidance on how prekindergarten students should be properly reported on the Pupil Transportation Reimbursement Claim.

Mode of Transportation	Report Days	Report Mileage
Transported on a regular K-12 route	Line 5a, 5b, 5c and 5d	Line 10 – Regular Transportation
Transported on an exclusive prekindergarten route (i.e. midday)	Not Reported	Line 13(b) – Non-reimbursable prekindergarten
Transported on Special Ed Route (3 -21)	Not Reported	Line 13(b) – Non-reimbursable prekindergarten Prorated to percent of ridership*
Transported on Special Ed Route (3 - 5)	Not Reported	Line 13(b) – Non-reimbursable prekindergarten Prorated to percent of ridership**

*When regular education prekindergarten students are transported with special education pupils ages 3 -21, prorate the mileage and expenditures for the route according to the ridership and enter in the appropriate category of transportation on the claim.

Example: The district assigns five regular education prekindergarten students to a route along with five special education prekindergarten students ages 3 -5 and 10 special education students ages 6 - 21 who have transportation as a required service on their IEP. In this example, you would not claim the route under Regular Transportation because of the special education prekindergarten students.

Special Ed Prekindergarten Students (Ages3-5)	5
Special Ed Students (Ages 6-21)	<u>10</u>
Total Special Ed Students Transported	15
Regular Education Prekindergarten Student	<u>5</u>
Total Riders Transported	20

The route would be prorated as follows:

25% (5/20) **Non-reimbursable** Transportation

75% (15/20) **Special Education** Transportation

Enter the following on the claim form:

Line 12: Report 75% of the total miles for the route under Special Education Mileage.

Line 13(b): Report 25% of the total miles for the route under Prekindergarten Mileage.

Expenditures: Report 75% of the costs for the route in Special Education Transportation.

Report 25% of the costs for the route in Non-reimbursable Transportation.

****When regular education prekindergarten students are transported with prekindergarten special education students ages 3 -5, prorate the mileage and expenditures for the route according to the ridership and enter in the appropriate category of transportation on the claim.**

Example: The district assigns seven regular education prekindergarten students to a route along with 13 special education prekindergarten students ages 3 -5. In this example, you would not claim the route under Regular Transportation because of the special education prekindergarten students.

Regular Education Prekindergarten Students	7
Special Education Prekindergarten Students	<u>13</u>
Total Riders Transported on this Route	20

The route would be prorated as follows:

35% (7/20) **Non-reimbursable** Transportation

65% (13/20) **Special Education** Transportation

Enter the following on the claim form:

Line 12: Report 65% of the total miles for the route under Special Education Mileage.

Line 13(b): Report 35% of the total miles for the route under prekindergarten Mileage.

Expenditures: Report 65% of the costs for the route in Special Education Transportation.

Report 35% of the costs for the route in Non-reimbursable Transportation.