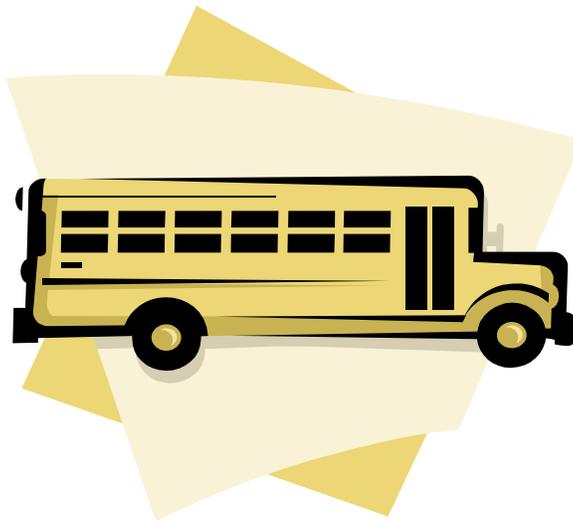


KENTUCKY DEPARTMENT OF EDUCATION

Student Tracking & Transportation Branch

TRANSPORTATION FUNDING FORMS

Transportation funding forms are completed by school districts each year and transmitted to KDE for transportation funding.



**For more information contact:
Debra Vaughan
500 Mero Street, 15th Floor CPT
Frankfort, KY 40601
Phone: 502-564-5279 x 4450
Fax: 502.564.6771
debra.vaughan@education.ky.gov**

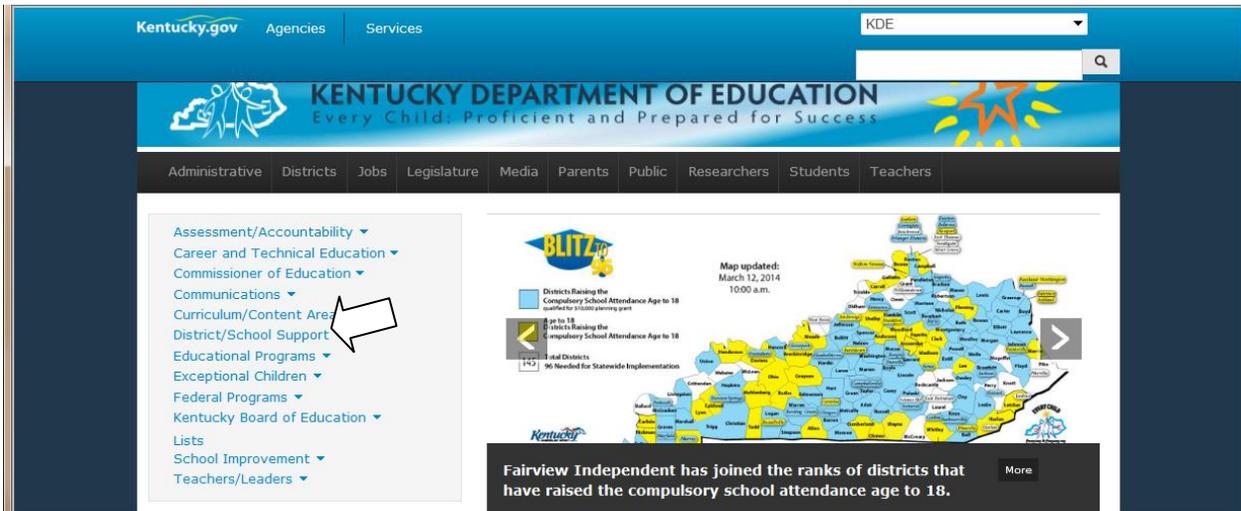
IMPORTANT DUE DATES:

- Certification of Transportation Mileage – **DUE July 8**
- Transportation Growth Factor Adjustment Form – **DUE NOV 1st**
- Kentucky School for the Deaf & Blind Daily Form – **DUE MAY 31**
- Kentucky School for the Deaf & Blind Resident Form – **DUE MAY 31**
- Transportation Adjustment Form End of Year – **DUE JUNE 30**
- Vocational Transportation – **DUE June 30**

*****PLEASE NOTE: KDE REQUEST EACH DISTRICT TO COMPLETE A FORM, EVEN IF THERE IS NO INFORMATION TO REPORT.**

Access to the forms can be located at www.education.ky.gov.

- Click on District/School Support



- Click on SEEK



- Click on SEEK Transportation Funding and Forms

The screenshot shows the Kentucky Department of Education website. At the top, there is a blue header with the Kentucky.gov logo, 'Agencies', and 'Services' links. A search bar is located on the right side of the header. Below the header is a banner for the Kentucky Department of Education with the tagline 'Every Child: Proficient and Prepared for Success'. A navigation bar below the banner lists various user groups: Administrative, Districts, Jobs, Legislature, Media, Parents, Public, Researchers, Students, and Teachers. On the left side, there is a vertical menu with categories like Assessment/Accountability, Career and Technical Education, Commissioner of Education, Communications, Curriculum/Content Areas, and District/School Support. The 'SEEK' link is highlighted in blue. Below this menu, there is a section titled 'INITIATIVES' with a list of links: Overview, SEEK Budgeting Tool, SEEK Transportation Funding and Forms (highlighted with a white arrow), Taxes, and Vocational Education Transportation. To the right of the 'INITIATIVES' section is an 'EXPLORE' section with a tree and book icon. In the center of the page, there is a featured article titled 'Franklin County CTC looking to lead state in secondary Career and Technical Education' with a sub-headline 'High interest from students created need for new facility and expanded programs.' The article includes a photo of two women looking at an anatomical model.

- Scroll down on the page until you reach “SEEK Transportation Funding Forms”

Kentucky.gov Agencies Services KDE

FY2011-12 Final Transportation Calculation (5/24/12)
 FY2011-2012 Tentative Transportation Calculation (5/24/12)
[Historical Transportation Calculations](#)

For more information contact:
Chay Ritter
 500 Mero St. 15th Floor CPT
 Frankfort, KY 40601
 Phone: 502-564-3846 x4453
chay.ritter@education.ky.gov

SEEK Transportation Funding Forms
 Transportation funding forms are completed by school districts each year and transmitted to KDE to assist with transportation funding.

The following are now Web Based Forms and must be completed by all districts online:
[Transportation Growth Factor Adjustment Form](#)
[Transportation Adjustment EOY](#)
[Transportation Mileage Form \(Formerly Bus Use Report\)](#)
[Reimbursement Application for Transporting Pupils to Kentucky Vocational Schools \(formerly VT-2\) Revised 4/20/12](#)

The SEEK Transportation Funding Forms for KSB/KSD are not Web Forms at this time. You will continue to print the form(s) and fax to KDE at 502.564.6771 Attn: Debra Vaughan
[Kentucky Schools for the Blind and Deaf - Resident Trips](#)
[Kentucky Schools for the Blind and Deaf - Daily Trips](#)

For more information contact:
Debra Vaughan
 500 Mero St. 15th Floor CPT
 Frankfort, KY 40601
 Phone: 502-564-3846 x4450
debra.vaughan@education.ky.gov

- Click on the form needed
 1. Transportation Growth Factor Adjustment Form (Due Nov 1)
 2. Transportation Adjustment End of Year Form (Due June 30)
 3. Transportation Mileage Form (formerly Bus Use Report) (Due July 8)
 4. Reimbursement Application for Transporting Pupils to Kentucky Vocational Schools (Due June 30)

These forms are Web Based Forms and must be completed online – you will need a User ID & Password. If you are not set up to enter data for the SEEK Transportation Data Submission, contact the KETS Helpdesk at 502.564.2002. Inform them that you need a User ID & Password to enter and submit the SEEK Transportation Funding Forms.

Once you select a form it will take you to the SEEK LOG IN.

Enter your User ID and Password

The screenshot shows the 'SEEK District Data Submission' login page. At the top, there is a header with the 'SEEK' logo and navigation links for 'KY Agencies', 'KY Services', and 'Search'. Below the header is a banner image featuring children and a school bus. The main content area is titled 'SEEK District Data Submission' and contains a 'Login' section. The login section includes a welcome message, instructions to enter a user name and password, and a 'Submit' button. A white arrow points to the 'User Name' input field. Below the login fields, there is a link for users who have forgotten their credentials. The footer contains 'Contact Us' and copyright information for 2008 Commonwealth of Kentucky.

Select Transportation Forms

The screenshot shows the 'SEEK District Data Submission' dashboard after a user has logged in. The header includes the 'SEEK' logo and navigation links for 'Logout', 'KY Agencies', 'KY Services', and 'Search'. Below the header is a banner image featuring children and a school bus. The main content area is titled 'SEEK District Data Submission' and features a left-hand navigation menu with categories: 'Home', 'SEEK Forms & Tools', 'Tax Forms', 'Transportation Forms', 'Financial Forms & Tools', 'Other Forms', and 'Reports'. The 'Transportation Forms' category is expanded, showing a list of forms: 'Transportation Adjustment EOY', 'Transportation Growth Factor', 'Transportation Mileage', and 'Vocational School Transportation'. A white arrow points to the 'Transportation Forms' menu item. The main content area displays a welcome message, the user's login information ('DJM0822'), and their group ('ODSS - District User group'). It also states that the user has full access to the site and can save, submit, and view reports. The footer contains 'Contact Us' and copyright information for 2008 Commonwealth of Kentucky.

Select the Form

The screenshot shows the homepage of the SEEK District Data Submission portal. The header includes the Kentucky.gov logo and navigation links for Logout, KY Agencies, KY Services, and Search. The main content area is titled "SEEK District Data Submission" and features a left-hand navigation menu with categories: Home, SEEK Forms & Tools, Tax Forms, Transportation Forms (with sub-items: Transportation Adjustment EOY, Transportation Growth Factor, Transportation Mileage, Vocational School Transportation), Financial Forms & Tools, Other Forms, and Reports. The main content area contains a "Home" section with a welcome message, contact information, and a login status notification: "You are logged in as DJM0822 and belong to the ODSS - District User group. You have full access to this site. You can save and submit web forms as well as view reports." A red arrow points from the "Transportation Adjustment EOY" sub-item in the menu to the login status text.

- The form will already have the district name
- Form History – should say NEW
- School Year will always be the current school year

The screenshot shows the "Vocational School Transportation - Step 2" form. The header is identical to the homepage. The main content area is titled "Vocational School Transportation - Step 2" and includes the following information: "Open: 6/18/2013 - 4/14/2014", a note to "Please input the appropriate data and then press 'Submit' when you are finished. For Help, please read the [Instructions](#).", and a form with the following fields: "District: Anchorage Independent" (with a dropdown arrow), "Form: New" (with a dropdown arrow), "History: New" (with a dropdown arrow), and "School Year: 2012 - 2013" (with a dropdown arrow). Below the form, there is a link to "Click [here](#) to go back to Step 1 to enter vocation locations." and a "Routes" section with a checkbox "I do not need to fill this out". A table header is visible with columns "Route", "Locations With Students On Board", and "Round Trip", and a "New" button below it. The "Route Details" section is titled "One WayTrip with Students On Board" and includes fields for "Start Location", "Second Location", and "Optional" (all with "Please select" dropdown menus).

Review the form for accuracy and then click the SUBMIT button

Open: 6/18/2013 - 4/14/2014

Please input the appropriate data and then press 'Submit' when you are finished. For Help, please read the [Instructions](#).

District:

Form History:

School Year: 2012 - 2013

Click [here](#) to go back to Step 1 to enter vocation locations.

Routes

I do not need to fill this out

Route	Locations With Students On Board	Round Trip
<input type="button" value="New"/>		

Route Details

One Way Trip with Students On Board

Start Location:

Second Location:

Optional Location:

Days Transported:

Hours Driven:

Miles Driven:

Driver:

Wage:

Is this a round trip?

Please remember to 'Submit' when you are **finished** adding or editing **all** route(s) information.

Contact Us | Copyright © 2008 Commonwealth of Kentucky

If you make a mistake and enter incorrect data, please notify the following people via e-mail ASAP to request the form to be reset due to incorrect information.

Debera Vaughan at debra.vaughan@education.ky.gov

Chay Ritter at chay.ritter@education.ky.gov

Hard copies of the below forms must be faxed to the Pupil Transportation office at 502.564.6771, ATTN: Debra Vaughan.

1. **Kentucky School for the Deaf & Blind – Resident Form**
2. **Kentucky School for the Deaf & Blind – Daily Trips Form**

Daily Form Instructions

This form is due on or before May 31. Districts transporting day pupils receive reimbursement through the SEEK Transportation Calculation.

Please group pupils in the same school together. Each district must enter:

1. The district name, number and school year that reimbursement is being applied for.
2. List each pupil's name.
3. Indicate the school attending: KSB or KSD. Group pupils in the same school together. ***Kentucky Department of Education will only pay for trips to the Kentucky School for the Blind or School for the Deaf.***
4. Enter the total number of days the district provided transportation.
5. Enter the mileage provided per pupil from their residence to KSB or KSD for the school year.
6. The superintendent must sign and date the form.
7. The person who prepared the document must sign & provide their contact number.

Resident Form Instructions

The Resident Form is due on or before May 31. Districts transporting resident pupils will receive a reimbursement by check in June.

Group pupils in the same school together. Each district must enter:

1. The district name, number and the school year that is applying for reimbursement.
2. Indicate the school attending: KSB or KSD. ***The Kentucky Department of Education will only pay for trips to the Kentucky School for the Blind or School for the Deaf.***
3. List the home district.
4. Enter the total number of home visits provided per pupil for the school year.
5. The superintendent must sign and date the form.

Reminder

Short course pupil's weekly trips should equal no more than the weeks in attendance at their respective school.

For example, a pupil attends February 1 through February 28. There are only four Friday's available for home trips, therefore only four trips should be reported.

A round trip is transporting children each way. If you take children on Monday and come back to your district, this is a ½ trip. When you return on Friday to pick up and bring the children home that is a ½ trip.