



BILL HASLAM
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

CANDICE MCQUEEN
COMMISSIONER

MEMORANDUM

TO: Career and Technical Education Directors
FROM: Casey Haugner Wrenn, Assistant Commissioner, College, Career and Technical Education
DATE: June 4, 2018
RE: Career and Technical Education Transportation Report

The department provides career and technical education transportation funds to reimburse eligible local education agencies for a portion of the cost of transporting students to facilities where they receive instruction in career and technical education (CTE) programs. These facilities may include a secondary CTE center, another secondary school within the system, or a Tennessee College of Applied Technology (TCAT). **Transportation funds are not for use in transporting students to work-based learning experiences, including those in Health Science.**

In order to have more accurate information for use in preparing the budget, the Office of Local Finance has asked us to use the attached spreadsheet. **For this report, please provide data for the 2017-18 year.** Attached is a form for reporting transportation activities for CTE programs, along with completion instructions. Once complete, please send the spreadsheet to Kelsey.Beal@tn.gov **no later than close of business on June 29.**

If you have questions about this report, please call Kelsey Beal at (615) 253-5034. Thank you for your cooperation in providing this information.

Sincerely,

Casey Haugner Wrenn
Assistant Commissioner
College, Career and Technical Education

CHW:kb

Enclosures