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