

Transportation for Career and Technical Education Programs Form Information and Instructions

General Information

- [This form](#) is to report transportation of students to secondary career and technical education (CTE) centers, other schools within the system, or to a Tennessee College of Applied Technology for the purpose of receiving instruction and earning credit in career and technical education. It does not include transportation for work-based learning experiences.
- To complete this form, use information for the 2017-18 school year.
- The completed form is due no later than **June 29** via email to Kelsey.Beaal@tn.gov.

Instructions for Completion

1. List the system name and system number of the LEA filing the report.
2. In **Column 1**, enter the name of home school **from** which students are transported.
3. In **Column 2**, enter the state-assigned school number of the home school from which students are transported.
4. In **Column 3**, enter the name of receiving school **to** which students are transported.
5. In **Column 4**, enter the state-assigned system number of the receiving system to which students are transported, **if** this is to a different system than the one listed at the top of the form. If the students are going to a Tennessee College of Applied Technology, use system number 999.
6. In **Column 5**, enter the state-assigned school number of the receiving school to which students are transported. If the receiving school is a Tennessee College of Applied Technology Center, use school number 005.
7. In **Column 6**, enter the average number of students transported annually.
8. In **Column 7**, report the one-way mileage for one bus transporting the students.
9. In **Column 8**, multiply the number in Column 6 by the number in Column 7.
10. Make one line entry for each separate *home school to receiving school* transportation scenario. (If by chance you have a bus that leaves one home school, then stops by another home school before reaching the final destination of the receiving school, make two entries—one from each home school, listing in column 7 the actual mileage from each home school to the destination school.)
11. In **Grand Total of Column 8**, sum column 8 and place the answer in this box.
12. Obtain the director of schools' signature on the report.
13. Print the name and phone number (with area code) of the person who prepared this report.

Example Information

For additional information and clarification, please see the attached example prepared using the following information. Note: This is a comprehensive example. It is possible, though less likely, that school systems have students transported to all three facilities.

Volunteer School System (system #888) transports the following:

1. From Northeast High School (school #123) to Tennessee College of Applied Technology (TCAT) Central:
 - Distance one way from Northeast High School to TCAT Central: 12 miles
 - Average number of students transported annually: 12.7 students
2. From Northeast High School (school #123) to Southwest High School (school #124):
 - Distance one way from Northeast High School to Southwest High School: 8 miles
 - Average number of students transported annually: 17.4 students
3. From Southwest High School (school #124) to Volunteer County Career and Technical (CTE) Center (school #130):
 - Distance one way from Southwest High School to Volunteer County CTE Center: 10 miles (including a stop at Northeast High School to pick up more students as listed below).
 - Average number of students transported annually: 10.7 students
4. From Northeast High School (school #123) to Volunteer County CTE Center (school #130):
 - Distance one way from Northeast High School to Volunteer County CTE Center: 6 miles. (These students get on the same bus as the one transporting Southwest High School students to Volunteer County CTE Center as it comes by their school.)
 - Average number of students transported annually: 17.1 students

See also the [example form](#) with the above information completed.