



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 19-002

TO: County School Superintendents

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: July 9, 2018

SUBJECT: FY19 Transportation Aid for Unorganized Territories

Arizona Revised Statutes – ARS §15-1001 paragraphs B. and C. specifies “The county school superintendent shall determine the amount of transportation aid for transportation of children from unorganized territory to school districts within that county based upon the provisions of section 15-945, subsection A, paragraphs 1 and 2, except that such transportation aid shall not exceed the actual cost of providing such transportation. The county school superintendent shall certify the amount to the department of education which shall apportion the monies no later than the second Monday in September, December, March and June.”

If your county provides transportation or contracts for transporting students from unorganized territories, please complete the following FY2019 Unorganized Territory Transportation Claim Form and, if applicable, the Unorganized Territory Transportation Vendor Form and return to the ADE by Friday, August 31, 2018. The claim must be received by this deadline in order to be included in the September payment. Any claims submitted after this deadline will be paid in the December scheduled payment.

Please fully complete the claim form. <http://www.azed.gov/finance/files/2018/07/FY19-UNORGANIZED-TERRITORY-TRANSPORTATION-CLAIM-FORM.doc> All requested information must be provided for your claim to be processed. If you have any questions or concerns regarding the completion of these forms, please contact Xin Liu by phone at 602-364-2262. If you need additional lines to list additional expenditures, please attach a separate page with the information.

If the transportation is provided through a contract or contracts, reference line (5), Other Expenditures: Contracted Miles to Districts. Please list the total miles, the total amount paid to all vendors for mileage and total students transported. In addition, please complete the Unorganized Territory Transportation Vendor Form for each vendor (bus companies, schools or individuals) providing the transportation service.

Finally, whether providing the transportation service directly or through a contracting agency, please complete line 10 of the Unorganized Transportation Claim Form, using the following table to determine the per mile support level.

Approved Daily Route Miles per Eligible Student Transported	FY 2017-2018 State Support Level per Route Mile
I. 0.5 or Less	\$ 2.64
II. More than 0.5, through 1.0	\$ 2.16
III. More than 1.0	\$ 2.64

Please remind any districts submitting transportation expenditure information to you for this county claim that these route miles and students cannot be duplicated on their District's Transportation Route Report to the Arizona Department of Education. District miles should be reported on the route report as "Other miles."

If you have any questions regarding these instructions please contact Xin Liu at in Xin.Liu@azed.gov by phone at 602-364-2262.