



#230-22

Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #230-22

DATE: September 30, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Pupil Transportation Report 2021-2022**

This is to inform all school divisions that they must complete the annual Pupil Transportation Report used in calculating their pupil transportation funding through Basic Aid. This data is required per Board of Education *Regulations Governing Pupil Transportation, Section 8VAC20-70-235. Funding for Pupil Transportation*. To facilitate the collection of this data for each fiscal year, the Virginia Department of Education's (VDOE) [Single Sign-on for Web Systems \(SSWS\)](#) portal-based Pupil Transportation Report application provides web forms to report the data needed in calculating Basic Aid funding for pupil transportation.

The application located in the SSWS portal will open on **September 30, 2022**, to enable school divisions to enter their pupil transportation data. Please note that your school division's Annual School Report Financial Section (ASRFIN) data must be submitted to VDOE before the Pupil Transportation Report can be completed. Pupil Transportation Reports should be submitted to VDOE via the SSWS application by **October 31, 2022**.

For more information

Detailed instructions on how to enter the data are available in the Pupil Transportation application located in SSWS. If you have any questions or need additional information, please contact Vijay Ramnarain, Director of Support Services, at (804) 225-2037 or

Vijay.Ramnarain@doe.virginia.gov, or Kerry Miller, Associate Director for Pupil Transportation, at (804) 225-2772 or Kerry.Miller@doe.virginia.gov.

JB/KM/aam