



**#270-21**

**Commonwealth of Virginia**  
**Virginia Department of Education**  
Superintendent's Memo #270-21

DATE: September 24, 2021  
TO: Division Superintendents  
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction  
SUBJECT: **Pupil Transportation Report 2020-2021**

This is to inform all school divisions that they must complete the annual **Pupil Transportation Report** used in calculating their pupil transportation funding through the Standards of Quality Basic Aid formula. 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 Based Systems](#) (SSWS) portal-based Pupil Transportation Report application provides web forms to report the data needed to calculate the Basic Aid funding for pupil transportation.

The application located in the SSWS portal will open on October 1, 2021, 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, 2021.

## 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, by email at [Vijay.Ramnarain@doe.virginia.gov](mailto:Vijay.Ramnarain@doe.virginia.gov) or by telephone at (804) 225-2774; or Kerry Miller, Associate Director for Pupil Transportation, by email at [Kerry.Miller@doe.virginia.gov](mailto:Kerry.Miller@doe.virginia.gov) or by telephone at (804) 225-2772.

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