

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
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**SCHOOL FINANCE MEMORANDUM 11-010**

**TO:** County School Superintendents

**FROM:** Yousef Awwad, Director of School Finance

**DATE:** August 6, 2010

**SUBJECT:** Transportation Aid for Unorganized Territories

Arizona Revised Statutes – ARS 15-1001 paragraphs B. and C. requires County School Superintendents to determine the eligibility of student transportation from unorganized territories, the amount of transportation aid for providing transportation from unorganized territories and shall certify to the department of education both eligibility, and state aid accuracy. Accordingly the county superintendents are required to submit a claim to the Department of Education for the cost of transporting students from unorganized territories to organized school districts within the county. The amount of this yearly payment is based upon the provisions of ARS 15-945, Subsection A, Paragraphs 1 and 2, except that such transportation aid shall not exceed the actual cost of providing transportation. Per paragraph C of ARS -1001, this yearly amount will be apportioned quarterly no later than the 2<sup>nd</sup> Monday in September, December, March and June.

If your county provides transportation or contracts for transporting students from unorganized territories, please complete the attached FY2010 Unorganized Territory Transportation Claim Form and, if applicable, the attached Unorganized Territory Transportation Vendor Form and return to the ADE by August 31, 2010. 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. All requested information must be provided in order for your claim to be processed. If you have any questions or concerns regarding the completion of these forms, please contact Xin Liu at [Xin.Liu@azed.gov](mailto:Xin.Liu@azed.gov) or 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 figure the per mile support level.

<b>Approved Daily Route Miles per Eligible Student Transported</b>	<b>FY 2010-2011 State Support Level per Route Mile</b>
I. 0.5 or Less	\$ 2.35
II. More than 0.5, through 1.0	\$ 1.91
III. More than 1.0	\$ 2.35

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.

Again, if you have any questions regarding these instructions please contact *Xin Liu* (602) 364-2262 or by email at [Xin.Liu@azed.gov](mailto:Xin.Liu@azed.gov)

**FY 2010 UNORGANIZED TERRITORY TRANSPORTATION CLAIM FORM**  
**(COST OF TRANSPORTING STUDENTS FROM UNORGANIZED**  
**TERRITORIES TO ORGANIZED SCHOOL DISTRICTS PURSUANT TO ARS 15-1001.B.)**

County \_\_\_\_\_

**Pupil Transportation Expenditures**

		<u><b>2009-2010</b></u>	<u><b>2010-2011</b></u>
		<u><b>Actual</b></u>	<u><b>Estimated</b></u>
1.	Salaries	_____	_____
2.	Employee Benefits	_____	_____
3.	Supplies and Materials	_____	_____
4.	Utilities and Communication	_____	_____
5.	Other Expenditures:		
	Contracted Miles to Districts		
	Sum of all Vendors from attached forms		
	Total Mileage _____	_____	_____
	Total Students Transported _____		
	Number of Vendors _____		
6.	Specify Other Expenditure		
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
7.	<b>TOTAL</b>	\$ _____	
8.	<b>TOTAL</b>		\$ _____
9.	2009-2010 Daily Route Miles _____		
10.	_____ X 180 days X (either \$2.35 or \$1.91 as per memo)		\$ _____
11.	County Transportation Aid equals the lesser of 8 or 10		_____

\_\_\_\_\_  
 County School Superintendent

Date \_\_\_\_\_

**UNORGANIZED TERRITORY TRANSPORTATION  
VENDOR FORM**

*Please fill out all of the following information:*

VENDOR NAME \_\_\_\_\_

CTD NUMBER (If a school district) \_\_\_\_\_

ACTUAL MILES DRIVEN TO TRANSPORT STUDENTS \_\_\_\_\_

NUMBER OF STUDENTS TRANSPORTED \_\_\_\_\_

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PHOENIX, AZ 85007**

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602 364-2262