

## 2024-2025 Reimbursement Cycle of Activities, Events, and Deadlines

### SE-4159 RL & SL Transportation Logs – Responsibility **80%** Trans., **20%** Business

- 1) **Sept. 30 – Oct. 4, 2024 “Count Week”**: Count eligible riders, pre-K and K-12, and miles to and exiting from vehicles and entering an **I**nstructional **P**rogram **S**ite (IPS) for the first time. Legal requirements are found in [R 388.374](#) (1) and MCL [388.1606](#) (7)(a)(I). ***Exiting to an instructional program site for the first time may result in counting a rider more than one time.***  
**Example:** When to count a student more than once.  
AM high school run, a rider transfers at high school to the CTE-Center shuttle bus run; the same rider **exits shuttle** bus and **enters CTE-Center IPS** for the **first time**. **Count** the **rider**. The same rider returns to high school on the noon shuttle bus, exits and **enters** the high school **IPS** for the **first time**. **Count** the rider a **second time**.

➤ **“Count Week” is the first event of the 2024-25 reimbursement cycle.**

### **Report Non-Public School Riders.** – **“To remain eligible for funding...”**.

- 1) LEAs report **NPSRs** to ISD by **December 1, 2024**;
- 2) ISDs report constituent **NPSRs** to MDE by **February 1, 2025**; and
- 3) MDE reports state-wide total **NPSRs** by **March 1, 2025**, to House & Senate Education & Appropriation Committees & State Budget Director.

### **Greats Start Readiness Program** – **transportation budget request.**

**November 1, 2024, deadline**, LEA sends to ISD its transportation budget for GSRP transportation. This may include equipment necessary to transport pre-k children.

### SE-4107 School Bus Inventory Report – Responsibility **50%** Trans., **50** Business

- 1) **July 1, 2024, to September 30, 2024, access closed to the SE-4107 MEIS for maintenance and updating.** The district will not be able to **submit** its fleet data during this period.
  - 2) **October 1, 2024, to May 31, 2025**, activities to **add, delete, edit**, and or **transfer** school buses and school transportation vehicles **“submitted”** to a district’s SE-4107 School Bus Inventory.
  - 3) **June 1, 2025, to June 30, 2025, deadline** for **“Certifying”** and transmitting SE-4107 School Bus Inventory to the MDE – MDE Rule [R 388.379 Reports of purchase of school buses](#).
- **Certification of vehicle inventory is the second event of the 2024-25 reimbursement cycle.**

### SE-4096 Special Education Cost Report

- 1) **September 30, 2025, 388.1618** (6), last day of September ... file ... SE-4096. **“Section 53a is reimbursed from the SE-4096 Special Education Cost Report”**. (*Transportation Expenditure Report, Revised August 2023, page 13.*)

### SE-4094 Transportation Expense Report – Responsibility **60%** Business, **40%** Trans.

- 1) **July 1, 2025, to August 31, 2025**, District completes SE-4094 Transportation Expense Report (use **SE-4094 Interactive Worksheet**) and transmits official SE-4094 to ISD.
  - 2) **September 1, 2025 to September 30, 2025**, ISD audits (use **SE-4094 ISD Review**) ISDs, LEAs, & PSAs SE-4094 - MCL [388.1618](#) (7) and [R 388.378 Reporting Costs](#).
  - 3) **October 7, 2025, deadline** for ISD submitting ISD’s, LEAs’, & PSAs’ **audited** SE-4094 Transportation Expenditure Reports to MDE. Sanctions for failure to comply are outlined in [388.1618](#) (7) & (10) – **“By not later than 1 week after the last business day in September ...district shall file ... “SE-4094”,”**
- **Submitting SE-4094 CEPI is the third and final event of the 2024-25 reimbursement cycle.**