

Form Completion Instructions

Certification of Intent to Provide Pupil Transportation

General Information

The “Certification of Intent to Provide Pupil Transportation” form must be signed by the school district superintendent, intermediate unit executive director, or area vocational-technical school director to certify that a local education agency intends to provide pupil transportation services. This form must be received by the Department of Education by December 1 of the beginning year of the school year.

Accessing the Certification screen

The “Certification of Intent to Provide Pupil Transportation” form is accessed after entering the eTran system by selecting the applicable school year from the choices at the bottom of the Home page. Click on ‘Certifications’ on the menu at the top of the screen. Select “Certification of Intent to Provide Pupil Transportation.” Print the form using the printer icon directly above the form.

Submitting the Certification

Mail the signed and dated certification form to the address shown on the bottom right of the page.

December and subsequent subsidy payments authorized by Section 2543 of the “Pennsylvania Public School Code of 1949” will not be released if a “Certification of Intent to Provide Pupil Transportation” form for the current year has not been received by PDE.