

Form Completion Instructions

PDE-2091 AVTS Proration Form

General Information

The “PDE-2091 AVTS Proration Form” is used by the AVTS to distribute reimbursable costs among school districts for which the AVTS provided pupil transportation services.

Accessing the PDE-2091 Form

Select ‘Forms’ on the menu at the top of the screen. On the ‘Forms’ list, click on the box to the left of “PDE-2091 AVTS Proration Form” to access the form.

PDE-2091 AVTS Proration Form

LEA Name:

<u>School District Name</u>	<u>SD AUN</u>	<u>Contracted</u>	<u>AVTS-Owned</u>	<u>Number of Pupils Transported</u>	<u>Action</u>
Jim Thorpe Area SD	1-21-13-500-3	<input type="text" value="26.5973"/> %	<input type="text" value=""/>	<input type="text" value=""/>	Delete
Lehighton Area SD	1-21-13-550-3	<input type="text" value="19.1493"/> %	<input type="text" value=""/>	<input type="text" value=""/>	Delete
Palmerton Area SD	1-21-13-650-3	<input type="text" value="33.5348"/> %	<input type="text" value=""/>	<input type="text" value=""/>	Delete
Panther Valley SD	1-21-13-660-3	<input type="text" value="14.1798"/> %	<input type="text" value=""/>	<input type="text" value=""/>	Delete
Weatherly Area SD	1-21-13-900-4	<input type="text" value="6.5388"/> %	<input type="text" value=""/>	<input type="text" value=""/>	Delete
Column totals must be 100%		<input type="text" value="100.0000"/> %	<input type="text" value="0.0000"/> %	<input type="text" value="0"/>	

Entering Data

For each type of service (‘Contracted,’ ‘LEA-Owned’), enter the percentage (calculated to four decimal places) that represents the portion of the actual cost attributable to that school district. Example: 10% is recorded as 10.0000.

The total of the percentages reported for each type of service must equal 100%.

School district names may be listed on more than one screen. If so, ‘Page: 1 2 ...’ will appear below the school districts listed on one page. Click on the next page number to access the additional school district names.

If a school district to which your AVTS provided service is not listed, either click the binoculars in the ‘Add’ row for a complete search or enter one or more letters of the school district’s name or the first three or five digits of the AUN for a limited search. Choose the school district from the search and click ‘Add’ to add it to the list.

If a school district is listed to which your AVTS provided no service during the school year, click on 'Delete' in the last column to remove the school district name.

If the data is complete and correct, click 'Save.' If a column does not total 100%, a warning pop-up box will appear. If the data is incomplete and you wish to leave the page, click 'Save Incomplete,' then 'Back' or a menu choice to leave this screen.

Number of Pupils Transported

For each school district listed, enter the total number of pupils transported during the school year.