

TO: Vanessa Wigand
Secondary Education
Department of Education
P.O. Box 2120
Richmond, Virginia 23218-2120

FROM: _____ Division

SUBJECT: Fee for Laboratory Phase of Driver Education
Offered During the Regular School Term

I. Expenditure and Program Data for School Term from
Previous Year (1999-2000)

A. Vehicles

Rental, Lease, or Purchase	\$ _____
Maintenance and Gasoline	_____
Insurance	_____

B. Personnel

Teacher	_____
Coordinators	_____
Teachers Aides	_____
Fringe Benefits	_____

C. Equipment and Supplies

Simulator	_____
Teaching Material & Films	_____
M.C.R. Equipment	_____
On-Street Equipment	_____

D. Total Cost \$ _____

E. Pupils Completing Course
(As reported to Department of
Education) _____

F. Cost Per Pupil (D divided by E) \$ _____

II. Per Pupil Fee to be charged for the
Behind-the-Wheel Phase of
Driver Education \$_____

III. I certify that the amount of fee to be charged for the
regular school term behind-the-wheel phase of driver
education, plus the state reimbursement, does not
exceed the actual cost per pupil for this school
division.

Superintendent's Signature

Typed Name

Date

Person Completing Form

Phone Number

Per Pupil Reimbursement from
Basic Aid (as computed by State
Department of Education-
see Attachment B) \$_____

<http://www.pen.k12.va.us/VDOE/suptsmemos/2000/reg007b.pdf>

If you have any questions, please contact Marie Williams,
director of accounting (<mailto:mwilliam@mail.vak12ed.edu>) at
(804)225-2040.

