

TO: Marie Williams
Director of Accounting
Department of Education
P.O. Box 2120
Richmond, Virginia 23218-2120

FROM: _____ Division

SUBJECT: Fee for Behind-the-Wheel Driver Education
Offered During the 2003-2004 Regular School Term

I. In-car driver education program costs for school year
2002-2003(excluding summer school)

a. Vehicles

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

b. Personnel Costs for In-car Instruction

In-Car Teachers	_____
In-Car Coordinators	_____
In-Car Teacher Aides	_____
Fringe Benefits	_____

c. In-Car Equipment and Supplies

Simulator	_____
Teaching Materials, Films, etc.	_____
Multiple-Car-Range Equipment	_____
On-Street Equipment	_____

d. Total Cost \$_____

II. Proposed student fee for behind-the-wheel
driver education instruction for the
2003-2004 regular school term \$_____

Division _____

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III. I certify that in compliance with the 2003 Acts of the Assembly, the fee charged plus the per pupil basic aid reimbursement for driver education does not exceed the actual average per pupil cost.

Superintendent's Signature

Typed Name

Date

Person Completing Form

Phone Number

<http://www.pen.k12.va.us/VDOE/suptsmemos/2003>

Optional Calculation of Maximum Allowable Fee:

Total Cost (I.d.) (A) _____

Number of Students enrolled in
behind-the-wheel during the 2002-2003
school year excluding summer school
from Status Questionnaire (B) _____

Average Per Pupil Cost (A divided by B) (C) _____

Basic Aid Reimbursement (From Attachment B) (D) _____

Per Pupil Basic Aid Reimbursement
(D divided by B) (E) _____

Maximum Allowable Fee (C minus E) _____

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