Charter Advance Transportation Payment Instructions

“Advance Payment Request” is the area in IBUS where eligible charter schools request and update transportation advance payments.

ADVANCE PAYMENT REQUEST FOR

FY 2016-2017

- Type of Busing Operation
  - Contracted Busing
  - Internal Busing
  - Home-Based Public Virtual

- Advance Payment Request Timelines
  - June/July (before school starts)
  - January 1st
  - May 15th (near end of school year)

- Revisions and True-Up Period
  - Submit Revisions/Updates
Charter Advance Transportation Payment Instructions

Log-in to IBUS to access your district’s home page. At this location, select Advance Payment Request to access the data form.

This link will lead to the data request form. This information can be updated at any time throughout the fiscal year. If the initial estimate changes, submit a revision for more accurate payments. At a minimum, the Advance Payment Request should be submitted on the following timeline:

**2015-2016 Advance Payment Timeline**

- June 2016 - Submit 2016-2017 estimated data if charter is eligible for early advance per IC 33-5208 (first year, serving more grades, or at least 10% more classes than prior year)
- December 15, 2016 - Submit 2016-2017 estimated data if charter was not eligible for early advance per IC 33-5208. May also submit a revision if needed.
- May 15, 2017 - Submit a revision to “true up” estimate with actual 2016-2017 expenditures.
Select the type of **Busing Operation**.

- Contracted Busing Operation
- Internal Busing Operation
- Home-Based Public Virtual Charter School
CONTRACTED BUSING OPERATION

Charter schools that contract out busing services will complete the Contracted Busing Operation form. Complete all requested data with total fiscal year expenditures for the applicable advance payment request year. The applicable year is noted at the top of the IBUS form.

[Image of IBUS form for 2016-2017]
INTERNAL BUSING OPERATION

Charter schools that operate their own busing services will complete the Internal Busing Operation form. Complete all requested data with total fiscal year expenditures for the applicable advance payment request year. The applicable year is noted at the top of the IBUS form.

![IBUS Form Screenshot]

A copy of the request is saved here each time the advance payment is revised.
HOME-BASED PUBLIC VIRTUAL SCHOOL

Charter schools that meet the Home-Based Public Virtual School eligibility criteria outlined in Idaho Code 33-1006 (6) will complete the Home-Based Public Virtual form. Complete all requested data with total fiscal year expenditures for the applicable advance payment request year. The applicable year is noted at the top of the IBUS form.
COMPLETION AND REVISIONS

Once Submit Revision is clicked, the form is sent to SDE for approval. A new revision may be submitted at any time if any advance payment request amounts appear to be changing significantly during the year.

At a minimum, the Advance Payment Request should be submitted on the following timeline:

2016-2017 Advance Payment Timeline

- June 2016 – Submit 2016-2017 estimated data if charter is eligible for early advance per IC 33-5208 (first year, serving more grades, or at least 10% more classes than prior year)

- December 15, 2016 – Submit 2016-2017 estimated data if charter was not eligible for early advance per IC 33-5208. May also submit a revision if needed.