Data Standard Transportation
Rev. 7/3/2023

Ownership and History

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Revision history

July 3, 2023
- Update for 2023-24 school year.

October 27, 2022
- Information added regarding Primary and Secondary Enrollment

July 14, 2022
- Document reviewed for the 2022-2023 school year.

August 4, 2021
- Removed information pertaining to 2020-21 school year. Transportation codes will be used in 2021-22 school year for SEEK funding.

July 9, 2020
- Information added regarding use of data in 2020-21 school year

June 30, 2019
- Updated data steward
- Transportation roll forward process added

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Overview

Description

School districts are reimbursed through the SEEK funding formula for transportation of students based on the T-codes assigned to students. Transportation codes allow school districts to track student ridership data.

Regulation citation(s)

- KRS 157.370, Section 3; 702 KAR 5:020; 702 KAR 5:100

Data use

- State and federal reporting, P20 reporting and the calculation for the annual SEEK transportation reimbursement to school districts.

Related ad-hoc filters and reports

Sample T-Code Verification Form
State published Ad Hoc filters:
- Audit End-dated T-code Record
- Audit Missing T Codes
- Audit Overlapping T Codes

Training

Campus Community: Transportation (Student)

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Section A – Transportation Detail

Classic Path: Student | General | Transportation Tab
Search Path: Transportation Tab

Calendar: Select appropriate calendar from drop down list

Transportation Code: Select the appropriate Transportation Code for the student, as defined below:

- NT – Not Transported
- T1-Twice Daily>Mile
- T2-Twice Daily<Mile
- T3-Once Daily>Mile
- T4-Once Daily<Mile
- T5-Special Transport – Documentation for special transportation must be included in the student's IEP.

Start Date: Enter start date of transportation code

End Date: Enter end date of transportation code

KDE recommends Transportation Codes be reviewed twice a year. If during the year a substantial change has occurred in the student's transportation, the current record should be end dated and a new record created.
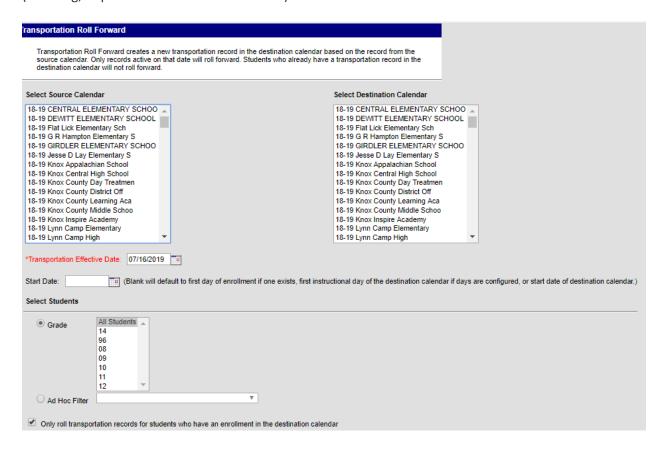
Note: Transportation Codes should only be entered on Primary Enrollment, not Secondary Enrollments.

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Section B – Transportation Roll Forward

Classic Path: System Administration | Transpiration | Transportation Roll Forward
Search Path: Transportation Roll Forward

The Transportation Roll Forward Wizard creates a new transportation record in the next school year for the selected students. Only records active on the entered Transportation Effective Date roll forward. Students who already have a transportation record in a future calendar are not rolled forward again (meaning, duplicate records are not created).

Select the **Source Calendar** from the list of calendars on the left. This is defaulted to the currently chosen calendar in the Campus toolbar.

Select the **Destination Calendar** from the list of calendars on the right.

Enter the **Transportation Effective Date**. (If left blank this will default to the first instructional day of the destination calendar.)

Enter the **Start Date** of the transportation records for the destination calendar, if desired.

Select the students for which to create transportation records in the destination calendar.

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If records should only be created for students who have an existing enrollment record in the destination calendar, mark the "**Only roll transportation records for students who have an enrollment in the destination calendar**" checkbox.

Click the **Run Test** button. This returns a message indicating how many transportation records would have rolled forward. Because it is a test, no new data is written to the database.

Click the **Run** button. This causes the wizard to process and roll records from the source calendar into the destination calendar. A message displays indicating how many records were rolled forward.

To verify the transportation data, navigate to the student's Transportation tab. There should be a record listed with the new calendar year.