

# 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

The screenshot shows a form titled "Transportation Detail" with the following fields:

- \*Calendar**: A dropdown menu.
- Transportation Code**: A dropdown menu.
- \*Start Date**: A date input field with a calendar icon.
- End Date**: A date input field with a calendar icon.
- In Bus**: A dropdown menu.
- Out Bus**: A dropdown menu.
- In Time**: A text input field.
- Out Time**: A text input field.
- In Bus Stop**: A text input field.
- Out Bus Stop**: A text input field.
- Late Bus**: A dropdown menu.
- Miles Transported**: A text input field.
- Transported to Another District**: A checkbox.

**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).

The screenshot shows the 'Transportation Roll Forward' wizard interface. At the top, a blue header reads 'transportation Roll Forward'. Below it, a white box contains the text: 'Transportation Roll Forward creates a new transportation record in the destination calendar based on the record from the source calendar. Only records active on that date will roll forward. Students who already have a transportation record in the destination calendar will not roll forward.'

The main interface is divided into two columns for calendar selection:

- Select Source Calendar:** A list box containing 18-19 school calendars such as 'CENTRAL ELEMENTARY SCHOOL', 'DEWITT ELEMENTARY SCHOOL', 'Flat Lick Elementary Sch', 'G R Hampton Elementary S', 'GIRDLER ELEMENTARY SCHOOL', 'Jesse D Lay Elementary S', 'Knox Appalachian School', 'Knox Central High School', 'Knox County Day Treatment', 'Knox County District Off', 'Knox County Learning Aca', 'Knox County Middle School', 'Knox Inspire Academy', 'Lynn Camp Elementary', and 'Lynn Camp High'.
- Select Destination Calendar:** An identical list box for selecting the destination calendar.

Below the calendar lists, there is a field for '\*Transportation Effective Date:' with the value '07/16/2019' and a calendar icon. A 'Start Date:' field is also present with a note: '(Blank will default to first day of enrollment if one exists, first instructional day of the destination calendar if days are configured, or start date of destination calendar.)'

The 'Select Students' section includes:

- A radio button for 'Grade' with a dropdown menu showing 'All Students', '14', '96', '08', '09', '10', '11', and '12'.
- A radio button for 'Ad Hoc Filter' with an empty dropdown menu.
- A checked checkbox labeled 'Only roll transportation records for students who have an enrollment in the destination calendar'.

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.