

Data Standard Transportation

Rev. 8/4/2021

Ownership and History

Standard prepared by:

Ronda Devine

Data steward(s)

[Ronda Devine](#), (502) 564-5279, ext. 4444

Office(s)

Office of Finance and Operations

Revision history

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

Campus Path: Student / General / 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 ended and a new record created.

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Section B – Transportation Roll Forward

Campus Path: System Administration / Transpiration / 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).

transportation Roll Forward

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.

Select Source Calendar

- 18-19 CENTRAL ELEMENTARY SCHOO
- 18-19 DEWITT ELEMENTARY SCHOOL
- 18-19 Flat Lick Elementary Sch
- 18-19 G R Hampton Elementary S
- 18-19 GIRDLER ELEMENTARY SCHOO
- 18-19 Jesse D Lay Elementary S
- 18-19 Knox Appalachian School
- 18-19 Knox Central High School
- 18-19 Knox County Day Treatmen
- 18-19 Knox County District Off
- 18-19 Knox County Learning Aca
- 18-19 Knox County Middle Schoo
- 18-19 Knox Inspire Academy
- 18-19 Lynn Camp Elementary
- 18-19 Lynn Camp High

Select Destination Calendar

- 18-19 CENTRAL ELEMENTARY SCHOO
- 18-19 DEWITT ELEMENTARY SCHOOL
- 18-19 Flat Lick Elementary Sch
- 18-19 G R Hampton Elementary S
- 18-19 GIRDLER ELEMENTARY SCHOO
- 18-19 Jesse D Lay Elementary S
- 18-19 Knox Appalachian School
- 18-19 Knox Central High School
- 18-19 Knox County Day Treatmen
- 18-19 Knox County District Off
- 18-19 Knox County Learning Aca
- 18-19 Knox County Middle Schoo
- 18-19 Knox Inspire Academy
- 18-19 Lynn Camp Elementary
- 18-19 Lynn Camp High

*Transportation Effective Date: 07/16/2019

Start Date: (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.)

Select Students

Grade

- All Students
- 14
- 96
- 08
- 09
- 10
- 11
- 12

Ad Hoc Filter

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.