

# Data Standard Transportation

## Rev. 7/1/2024

### Ownership and History

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**Revision history****July 1, 2024**

Document reviewed for the 2024-25 school year.

Updates made to Tool Search

**July 3, 2023**

Document reviewed for the 2023-2024 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

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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

#### Tool Search: 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

#### Tool Search: 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**

- 23-24 Garfield Career and Te 1
- 23-24 Garfield Career and Tech
- 23-24 Harrison Elem School
- Adams School 2022 A
- Adams School 2023 A
- Arthur School 2023 A
- Arthur School 2023 B
- Buchanan Elem School 2023 A
- Buchanan Elem School 2023 B
- Garfield High School 2023 A
- Grant School 2023 A
- Harrison Elem School 2023 A
- Harrison Elem School 2023 B
- Hayes Elem School 2023 A
- Hayes Elem School 2023 B

**Select Destination Calendar**

- 23-24 Garfield Career and Te 1
- 23-24 Garfield Career and Tech
- 23-24 Harrison Elem School
- Adams School 2022 A
- Adams School 2023 A
- Arthur School 2023 A
- Arthur School 2023 B
- Buchanan Elem School 2023 A
- Buchanan Elem School 2023 B
- Garfield High School 2023 A
- Grant School 2023 A
- Harrison Elem School 2023 A
- Harrison Elem School 2023 B
- Hayes Elem School 2023 A
- Hayes Elem School 2023 B

\*Transportation Effective Date: 07/03/2023

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  Ad Hoc Filter

All Students

- 05
- 06
- 07
- 08
- 09
- 10
- 11

Only roll transportation records for students who have an enrollment in the destination calendar

Run Test Run

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.