

# **Transportation Report (Oklahoma)**

Last Modified on 06/24/2025 9:28 am CDT

<u>Report Logic | Report Editor Options | Generate the Transportation Report | Transportation Report</u> <u>Layout</u>

#### Tool Search: Transportation Report

The Transportation Report details the out-of-home placement information for each student, including the miles transported for more than 1.5 miles, less than 1.5 miles, and the bus route number.

Transportation Report 🕁 💦 🤋	eporting > OK State Reporting > Transportation Report
K Transportation State Report	
This tool will build a report to complete the OK State-defined Transportation Report.	
Report Options	Select Calendars
Reporting Period	active year
Start Date	O list by school
End Date	O list by year
Format Format	24-25
Ad Hee Filter	24-25 HP
Fuelude Crees Site Data	24-25 HS
	24-25 JH 24-25 LA
	24-25 MS
The Display Totals Page option will append an additional page onto this report that will summarize the data from across the calendars selected on the extract editor.	24-25 PALS
	24-25 RI
Refresh Show top 50 v tasks submitted between 06/17/2025 and 06/24/2025	24-25 SKY 24-25 SP
Batch Queue List	24-25 WR
Queued Time Report Title Status Download	24-25 WW
Generate Report Submit to Batch	
	CTRL-Click of SHIF I-click to select multiple
Oklahanga Transportation State Dan	ort Editor
Oklanoma Transportation State Rep	UIL EUILUF

## **Report Logic**

A student reports based on the Admission Code for each of their enrollments that are active for the date range (Start/End Dates) entered on the extract editor.

The report returns attendance data for the selected reporting period (quarter or semester) for the selected calendars. Attendance is calculated as follows:

- **Present** when the total instructional minutes in the day is greater than **200**.
  - Attendance for the AM (first half of the day) is calculated by finding all periods with a Start Time that is on or before the first three hours of instructional minutes in the day.
    - When the student was present 120 minutes or more within the first three



instructional hours, that student is counted as present.

- Attendance for the PM (second half of the day) is calculated by finding all periods where the End Time is on or after the last three hours of instructional minutes in the day.
  - When the student was present 120 minutes or more within the last three instructional hours, that student is counted as present.
- Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
- When the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance record, those minutes are also counted.
- Present when the total instruction minutes in the day is 200 or less.
  - The student must be present for at least 120 instructional minutes in the entire day to be considered present for both AM and PM half-day periods.
  - Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
  - When the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance record, those minutes are also counted.
- Absent when the total instructional minutes in the day is greater than 200.
  - Attendance for the AM (first half of the day) is calculated by finding all periods with a Start Time that is on or before the first three hours of instructional minutes in the day.
    - When the Half Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar when null), reports as absent when the student was absent for more than that many minutes. Otherwise, if the student was present for less than 120 minutes within the first three instructional hours, that student is counted as absent.
  - Attendance for the PM (second half of the day) is calculated by finding all periods where the End Time is on or after the last three hours of instructional minutes in the day.
    - When the Half Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar when null), reports as absent when the student was absent for more than that many minutes. Otherwise, when the student was present for less than 120 minutes within the last three instructional hours, that student is counted as absent.
  - Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
  - When the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance record, those minutes are also counted.
- Absent when the total instruction minutes in the day is 200 or less.
  - When the Whole Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar when null), reports as absent when the student was absent for more



than that many minutes. Otherwise, a student present for less than 120 instructional minutes in the entire day is considered absent for both AM and PM half-day periods.

- Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
- When the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance record, those minutes are also counted.

Transportation is only reported for days that the enrolled student had an active transportation record.

Reports only those enrollments with certain Admission Codes, based on the following table:

ОНР	Transferred Transported	Resident > 1.5 Miles	Resident < 1.5 Miles	Legally Transported	Other Transported
OHP1	OT	R	R	(Transferred Transported + Resident > 1.5 Miles) + the following when Miles Transported >= 1.5: FOY, TO, RBDTD	FOY
	ET01	RVON	RVON		ТО
	ET02	RVOFF	RVOFF		RBD
	ET03	ROP	ROP		RBDTD
	ET04	FRGN			
	ET05				
	ET06				
	ET07				
	ET08				
	TRVOFF				
	TRVON				

The report can be run in District Editions.

The report generates in PDF.

The student's enrollment transportation record must be active and on or between the extract Start

and End Dates in order to be counted.

When student's Miles Transported field is NULL on the student's transportation record, no transportation days will be included for the transportation record on the report.

## **Report Editor Options**

Field	Description	
Calendar Reporting Period	The term options associated with the desired calendar selected for the report.	
Start Date	The first date of the reporting period from which the data is being extracted. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date.	
End Date	The last date of the reporting period from which the data is being extracted. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date.	
Grade Level Sort Order	<ul> <li>Determines how records are sorted by grade level. Options include the following:</li> <li>FQSR/SAR: reports based on the Code selected for the <u>Grade Level</u>.</li> <li>Grade Name: reports numeric grades first, then alphabetically.</li> <li>Grade Sequence Number: reports numerically by sequence.</li> </ul>	
Format	Generate the report in PDF, CSV, or HTML format.	
Ad hoc Filter	Limits students reported to those in the selected filter.	
Exclude Corss- Site Data	<ul> <li>Cross-site section enrollment data is <b>not</b> included in the report when checked.</li> <li>Cross-site enrollment functionality must be enabled at the district level for the checkbox to display.</li> <li>Defaults to checked.</li> </ul>	
Display Totals Page	Generates an additional page providing totals by calendar.	
Calendar Selection	At least one calendar needs to be selected in order to generate the report. Reports can be selected by Active Year, School or Year.	
Report Generation	The extract can be generated immediately using the <b>Generate Report</b> button. Or, use the <b>Submit to Batch</b> button to select when the report is generated. See the <u>Batch Queue</u> article for more information on this functionality.	

#### **Generate the Transportation Report**

1. Select the **Reporting Period** from the dropdown list.



- 2. Enter the **Start Date** for the report.
- 3. Enter the **End Date** for the report.
- 4. Select a Grade Level Sort Order.
- 5. The extract generates in *PDF* format by default. Select a different **Format** (*CSV* or *HTML*) if desired.
- 6. Select an **Ad hoc Filter** to limit students reported to those in an existing Ad hoc Filter.
- 7. Mark the **Exclude Cross-Site Data** checkbox if desired.
- 8. Mark **Display Totals Page** to generate the report with an additional page at the end that provides totals summarized by calendar.
- 9. Select the **Calendar(s)** to include in the report.
- 10. Click the **Generate Report** button to view the report in the selected format.

#### **Transportation Report Layout**

Elements	Description & Format	Campus Location
Grade	The grade level in which the student is enrolled. Reports the mapped state grade level code. <i>Alphanumeric, 2 characters</i>	Student Information > General > Enrollments > General Enrollment Information > Grade Enrollment.grade System Administration > Calendar > Calendar > Grade Levels > State Grade Level Code
Student ID	The district-assigned student number. <i>Numeric, 7 digits</i>	Census > People > Demographics > Student Number Identity.studentNumber
Student Name	The student's last name and first name. <i>Alphanumeric, 50 characters</i>	Census > People > Demographics > Last Name, First Name Identity.lastName Identity.firstName



Elements	<b>Description &amp; Format</b>	Campus Location
ОНР	<ul> <li>The number of days the student's transportation record was active when the student is considered Out of Home Placement.</li> <li>When In Bus is not NULL and Admission is OHP1 (End Date - Start Date) - Days Absent reports.</li> <li>Else 0.0 reports.</li> <li>The Miles Transported field must not be null or 0 for this field to report.</li> <li>Numeric, 4 digits, XX.X</li> </ul>	Calculated, not dynamically stored
Transferred Transported	The number of days the student's transportation record was active when the student is considered Emergency Transfer or Open Transfer. When ( <i>Student</i> <i>Info&gt;General&gt;Transportation&gt;Transportation</i> <i>Detail&gt;In Bus</i> ) = NOT Blank, AND ( <i>Student</i> <i>Info&gt;General&gt;SIF Fields&gt;Admission</i> ) = OT, ET01 - ET08, TRVOFF, or TRVON, report the number of days the student's transportation record was active by taking (End Date - Start Date) - Days Absent. When column reports a non-0 value, both Resident Miles columns and the OHP column for this student populate 0.0. <i>Numeric, 4 digits, XX.X</i>	Calculated, not dynamically stored
Resident > 1.5	<ul> <li>Indicates the total days Resident students were transported 1.5 miles or more.</li> <li>When In Bus is not NULL, Miles Transported is more than 1.5 and Admission code is R or RVON, (End Date - Start Date) - Days Absent reports.</li> <li>Else 0.0 reports.</li> <li>This field only reports a value when the Admission Code selected on the student's enrollment is R or RVON.</li> <li>Numeric, 2 digits</li> </ul>	Student Information > General > Transportation > In Bus and Miles Transported Transportation.inBus Transportation.milesTransported



Elements	Description & Format	Campus Location
Resident < 1.5	<ul> <li>Indicates the total days Resident students were transported less than 1.5 miles.</li> <li>When In Bus is not NULL, Miles Transported is less than 1.5 and Admission code is R or RVON, (End Date - Start Date) - Days Absent reports.</li> <li>Else 0.0 reports</li> <li>This field only reports a value when the Admission Code selected on the student's enrollment is R or RVON.</li> <li>Numeric, 2 digits</li> </ul>	Student Information > General > Transportation > In Bus and Miles Transported Transportation.inBus Transportation.milesTransported
Legally Transported	Number of total student days. This field is for legally transported students. Reports the SUM of the Transferred Transported and Resident > 1.5 fields (Transferred Transported + Resident > 1.5 = Legally Transported). Includes also any transportation from the Other Transported field for those students with an enrollment Admission Code = FOY, TO, RBDTD. This field matches the identical field on the Statistical Summary report. <i>Numeric, 2 digits</i>	Not dynamically stored
Other Transported	<ul> <li>Indicates the total days transported for tuition admitted students.</li> <li>When the student's In Bus is NOT blank, and Admission code is FOY, TO, RBD, or RBDTD, enrollment reports: (End Date - Start Date) - Days Absent</li> <li>Else 0.0 reports</li> <li>The Miles Transported field must not be null or 0 for this field to report.</li> <li><i>Numeric, 3 digits</i></li> </ul>	Not dynamically stored



Elements	Description & Format	Campus Location
Bus Route	The bus name and number recorded on the Bus Detail editor. <i>Numeric, 3 digits</i>	System Administration > Transportation > Buses > Number TransportationBus.number

#### **Previous Versions**

Transportation Report (Oklahoma) [.2211 - .2303]