

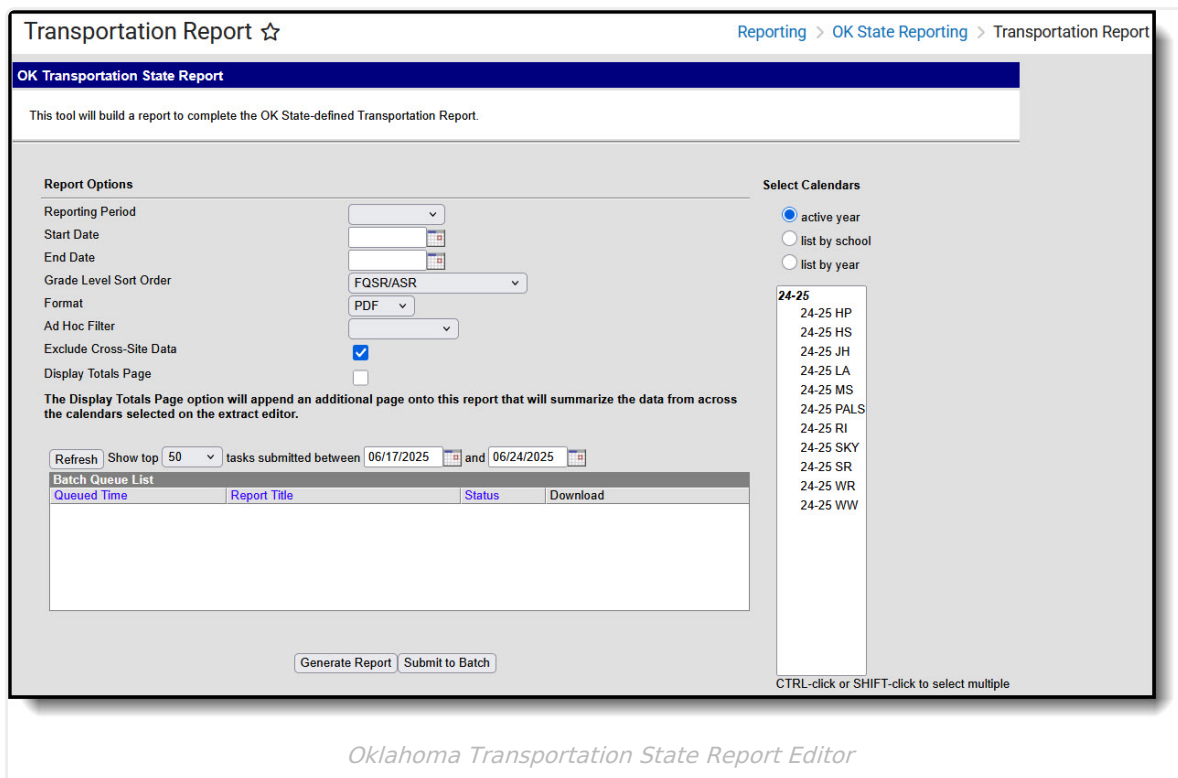
# Transportation Report (Oklahoma)

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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.



The screenshot shows the 'Transportation Report' editor interface. At the top, there's a breadcrumb trail: 'Reporting > OK State Reporting > Transportation Report'. Below this is a header 'OK Transportation State Report' and a sub-header 'This tool will build a report to complete the OK State-defined Transportation Report.'

The main area is divided into two columns. The left column, 'Report Options', contains several settings: 'Reporting Period' (a dropdown), 'Start Date' and 'End Date' (calendar pickers), 'Grade Level Sort Order' (a dropdown set to 'FQSR/ASR'), 'Format' (a dropdown set to 'PDF'), 'Ad Hoc Filter' (a dropdown), 'Exclude Cross-Site Data' (a checked checkbox), and 'Display Totals Page' (an unchecked checkbox). A note below these options states: '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.'

The right column, 'Select Calendars', has three radio buttons: 'active year' (selected), 'list by school', and 'list by year'. Below these is a list of calendars for the '24-25' school year, including HP, HS, JH, LA, MS, PALS, RI, SKY, SR, WR, and WW. A note at the bottom right says 'CTRL-click or SHIFT-click to select multiple'.

At the bottom left, there's a 'Refresh' button, a 'Show top' dropdown set to '50', and a date range filter 'tasks submitted between 06/17/2025 and 06/24/2025'. Below this is a 'Batch Queue List' table with columns 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty.

At the bottom center, there are two buttons: 'Generate Report' and 'Submit to Batch'.

The footer of the interface reads 'Oklahoma Transportation State Report Editor'.

## 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:

OHP	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		TO
	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
<b>Calendar Reporting Period</b>	The term options associated with the desired calendar selected for the report.
<b>Start Date</b>	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.
<b>End Date</b>	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.
<b>Grade Level Sort Order</b>	Determines how records are sorted by grade level. Options include the following: <ul style="list-style-type: none"> <li>• FQSR/SAR: reports based on the Code selected for the <a href="#">Grade Level</a>.</li> <li>• Grade Name: reports numeric grades first, then alphabetically.</li> <li>• Grade Sequence Number: reports numerically by sequence.</li> </ul>
<b>Format</b>	Generate the report in PDF, CSV, or HTML format.
<b>Ad hoc Filter</b>	Limits students reported to those in the selected filter.
<b>Exclude Corss-Site Data</b>	Cross-site section enrollment data is <b>not</b> included in the report when checked. <ul style="list-style-type: none"> <li>• <u>Cross-site enrollment</u> functionality must be enabled at the district level for the checkbox to display.</li> <li>• Defaults to checked.</li> </ul>
<b>Display Totals Page</b>	Generates an additional page providing totals by calendar.
<b>Calendar Selection</b>	At least one calendar needs to be selected in order to generate the report. Reports can be selected by Active Year, School or Year.
<b>Report Generation</b>	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 <a href="#">Batch Queue</a> 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
<b>Grade</b>	<p>The grade level in which the student is enrolled.</p> <p>Reports the mapped state grade level code.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; Grade</p> <p>Enrollment.grade</p> <p>System Administration &gt; Calendar &gt; Calendar &gt; Grade Levels &gt; State Grade Level Code</p>
<b>Student ID</b>	<p>The district-assigned student number.</p> <p><i>Numeric, 7 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Student Number</p> <p>Identity.studentNumber</p>
<b>Student Name</b>	<p>The student's last name and first name.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Last Name, First Name</p> <p>Identity.lastName Identity.firstName</p>

Elements	Description & Format	Campus Location
<b>OHP</b>	<p>The number of days the student's transportation record was active when the student is considered Out of Home Placement.</p> <ul style="list-style-type: none"> <li>• When In Bus or Eligible Route (Transportation 2.0) is not NULL and Admission is OHP1 (End Date - Start Date) - Days Absent reports.</li> <li>• Else 0.0 reports.</li> </ul> <p>The Miles Transported field must not be null or 0 for this field to report.</p> <p><i>Numeric, 4 digits, XX.X</i></p>	Calculated, not dynamically stored
<b>Transferred Transported</b>	<p>The number of days the student's transportation record was active when the student is considered Emergency Transfer or Open Transfer.</p> <p>Transportation 2.0: When Eligible Route = NOT Blank, AND (<i>Student Information&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.</p> <p>Original Logic: When In Bus or Out Bus = NOT Blank, AND (<i>Student 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.</p> <p>When column reports a non-0 value, both Resident Miles columns and the OHP column for this student populate 0.0.</p> <p><i>Numeric, 4 digits, XX.X</i></p>	Calculated, not dynamically stored

Elements	Description & Format	Campus Location
<b>Resident &gt; 1.5</b>	<p>Indicates the total days Resident students were transported 1.5 miles or more.</p> <ul style="list-style-type: none"> <li>When In Bus or Eligible Route (Transportation 2.0) 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> </ul> <p>This field only reports a value when the Admission Code selected on the student's enrollment is R or RVON.</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Transportation &gt; In Bus/OutBus and Miles Transported</p> <p>Transportation.inBus Transportation.outBus Transportation.milesTransported</p>
<b>Resident &lt; 1.5</b>	<p>Indicates the total days Resident students were transported less than 1.5 miles.</p> <ul style="list-style-type: none"> <li>When In Bus or Eligible Route (Transportation 2.0) 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> </ul> <p>This field only reports a value when the Admission Code selected on the student's enrollment is R or RVON.</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Transportation &gt; In Bus and Miles Transported</p> <p>Transportation.inBus Transportation.milesTransported</p>

Elements	Description & Format	Campus Location
<b>Legally Transported</b>	<p>Number of total student days. This field is for legally transported students.</p> <p>Reports the SUM of the Transferred Transported and Resident &gt; 1.5 fields (Transferred Transported + Resident &gt; 1.5 = Legally Transported).</p> <p>Includes also any transportation from the Other Transported field for those students with an enrollment Admission Code = FOY, TO, RBDTD.</p> <p>This field matches the identical field on the Statistical Summary report.</p> <p><i>Numeric, 2 digits</i></p>	Not dynamically stored
<b>Other Transported</b>	<p>Indicates the total days transported for tuition-admitted students.</p> <ul style="list-style-type: none"> <li>When the student's In Bus or Eligible Route (Transportation 2.0) 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> </ul> <p>The Miles Transported field must not be null or 0 for this field to report.</p> <p><i>Numeric, 3 digits</i></p>	Not dynamically stored
<b>Bus Route</b>	<p>The bus name and number recorded on the Bus Detail editor.</p> <p><i>Numeric, 3 digits</i></p>	<p>System Settings &gt; Transportation &gt; Buses &gt; Number</p> <p>Student Information &gt; General &gt; Transportation&gt;State Reporting &gt; Eligible Route</p>

## Previous Versions

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



