

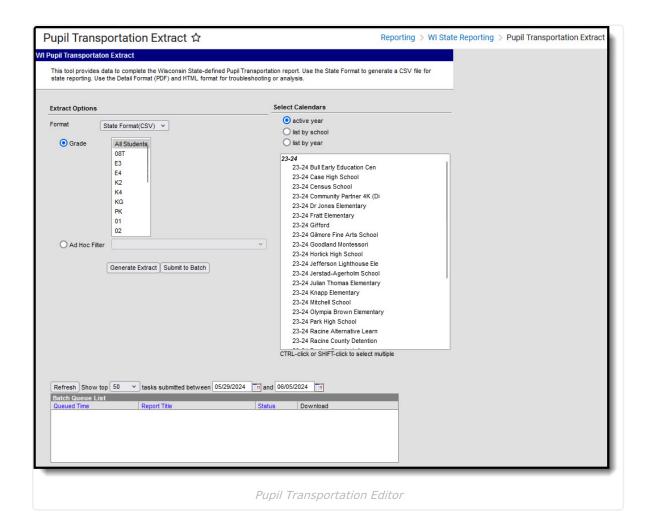
# Pupil Transportation Extract (Wisconsin)

Last Modified on 06/30/2025 8:39 am CDT

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Tool Search: Pupil Transportation

The Pupil Transportation Extract provides an aggregate count of students within Wisconsin districts who were transported during the regular school year. The counts are submitted for reimbursement by the state based on the number of miles transported.



### **Report Logic**

The Pupil Transportation Record returns students based on the calendar selected in the report editor for all records assigned to the student. Reported values are based on the Transportation (Student) record where the student is assigned a **Transportation Code of 01: Regular**, and uses



the Start Date, End Date and the Miles Transported field.

When generating the Detail Format, if the student has at least one valid transportation records where the Miles Transported field is blank or 0.00, the student's name displays in red, even if they are counted in one of the miles transported columns based on another valid transportation record where the Miles Transported value was populated. If the student name displays in red, it is up to the district to investigate why (perhaps the student is not being counted in the right column, for example).

Students report one time, regardless of how many transportation records they may have and how many schools in which they have enrollment records during the one school year.

- If a student has multiple transportation records with different Miles Transported values, the record with the farthest distance reports. For example, if one record has a Miles Transported value of 2-5 miles and another record has a Miles Transported value of 8-12 miles, the student reports with the 8-12 mile range entry.
- If a student has multiple transportation records with no Miles Transported value, that record is not considered in the count. For example, if one record does not have the Miles Transported field populated, and another record has a Miles Transported value of 8-12 miles, the student reports in the 8-12 miles range.
- If all transportation records for a student do not have the Miles Transported field populated, those records do not display on the State Format. Those records do display on the Detail Format.
- Students with any transportation records in the current year where the Transportation Code = '03' at any time will exclude the student from the report.
  - Students who also have at least one valid Transportation Record (Type = '01') are still excluded.

#### **State Exclude Logic**

- Students marked as **State Exclude** on their **Enrollment Record** are not reported.
- Students enrolled in a **Grade Level** marked as **State Exclude** are not reported.
- Students enrolled in a **Calendar** marked as **State Exclude** are not reported.

#### **Miles Transported**

The Miles Transported field on the student's Transportation tab is a dropdown list that allows the school to select a range of miles transported.

**Note:** When the new Transportation 2.0 module is turned on, the highest miles found from the Routes tab will be reported.

- 0-2 miles (hazardous area) more than 0 miles but less than two miles
- 2-5 miles more than 2 miles but less than 5 miles
- 5-8 miles more than 5 miles but less than 8 miles
- 8-12 miles more than 8 miles but less than 12 miles
- Over 12 miles 12 miles or more



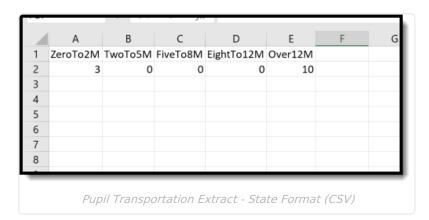
# **Report Editor**

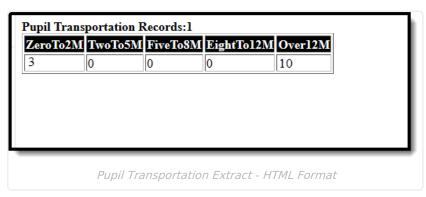
Field	Description
Format	This extract can be generated in either the State Format (CSV), HTML or Detail (PDF). Use the HTML or Detail options for testing and review prior to submission to the state. Use the State Format (CSV) for the final submission. The <b>Detail</b> format lists the student's name, state ID, miles transported and date range of the student's transportation record. Students must have a minimum of one valid transportation record where the Transportation Code = 01: Regular.
Select Calendars	At least one calendar needs to be selected in order to generate the extract. Multiple calendars can be chosen by using the CTRL and SHIFT keys. It is advised that not all calendars be chosen at once due to the amount of data that is returned in the extracts.  Calendars can be selected by active year, by school or by year.
Student Selection	<ul> <li>Select students to include on the report by choosing either a <b>Grade</b> level of enrollment for the students or an <b>Ad hoc Filter</b>.</li> <li>To include students in all grade levels, choose <b>All Students</b> in the Grade Level options.</li> <li>Selecting an existing ad hoc filter reports only those students or courses included in those filters, if they meet the reporting requirements of the report.</li> </ul>
Report Generation	Use the <b>Generate Extract</b> button to immediately display the results of the selected extract type/period. For a larger data set, use the <b>Submit to Batch</b> button. This allows the selection of a specific time in which the extract generates (after school hours). See the <u>Batch Queue</u> article for more information.

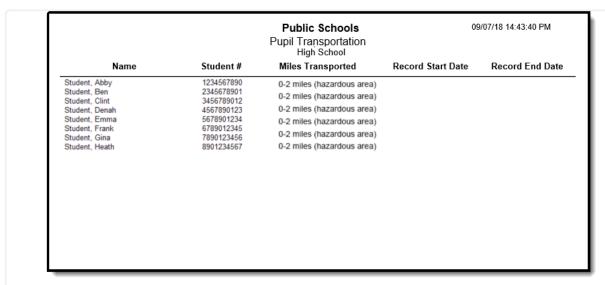
## **Generate the Report**

- 1. Select the desired **Format** for the report.
- 2. Select the **Calendars** to include in the report.
- 3. Select the students to include in the report by choosing either a **Grade** level or an **Ad hoc Filter**.
- Click the Generate Extract button to display the report immediately, or use the Submit to Batch button to determine when the report should generate. The report displays in the selected format.









Pupil Transportation Extract - Detail Format

# **Report Layout**

#### **State Format and HTML Format**

Data Element	Description	Location



Data Element	Description	Location
ZeroTo2M	Count of students enrolled in the district who are transported between zero and two miles.  Numeric, 3 digits	Transportation > Miles Transported  Transportation.milesTransported
ТwoТo5М	Count of students enrolled in the district who are transported between two and five miles.  Numeric, 3 digits	Transportation > Miles Transported  Transportation.milesTransported
FiveTo8M	Count of students enrolled in the district who are transported between five and eight miles.  Numeric, 3 digits	Transportation > Miles Transported  Transportation.milesTransported
EightTo12M	Count of students enrolled in the district who are transported between eight and twelve miles.  Numeric, 3 digits	Transportation > Miles Transported  Transportation.milesTransported
Over12M	Count of students enrolled in the district who are transported a minimum of 12 miles.  Numeric, 3 digits	Transportation > Miles Transported  Transportation.milesTransported

### **Detail Format**

Data Element	Description	Location
Name	Last name, first name of the student.	Demographics > Last Name
	Alphanumeric, 50 characters	Identity.lastName
		Demographics > First Name
		Identity.firstName
Student Number	Student's state-assigned identification number.	Demographics > State ID
	Numeric, 10 digits	Person.stateID



Data Element	Description	Location
Miles Transported	Number of miles the student is transported.	Transportation > Miles Transported  Transportation.milesTransported
	Note: When the new Transportation 2.0 module is turned on, the highest miles found from the Routes tab will be reported.  Alphanumeric, 20 characters	
Record Start Date	Reports the start date of the Transportation record determining the Miles Transported range.  Date field, 10 characters (MM/DD/YYYY)	Transportation > Start Date  Transportation.startDate
Record End Date	Reports the end date of the Transportation record determining the Miles Transported range.  Date field, 10 characters (MM/DD/YYYY)	Transportation > End Date  Transportation endDate