

Transportation Report (Oklahoma)

[.2211 - .2303]

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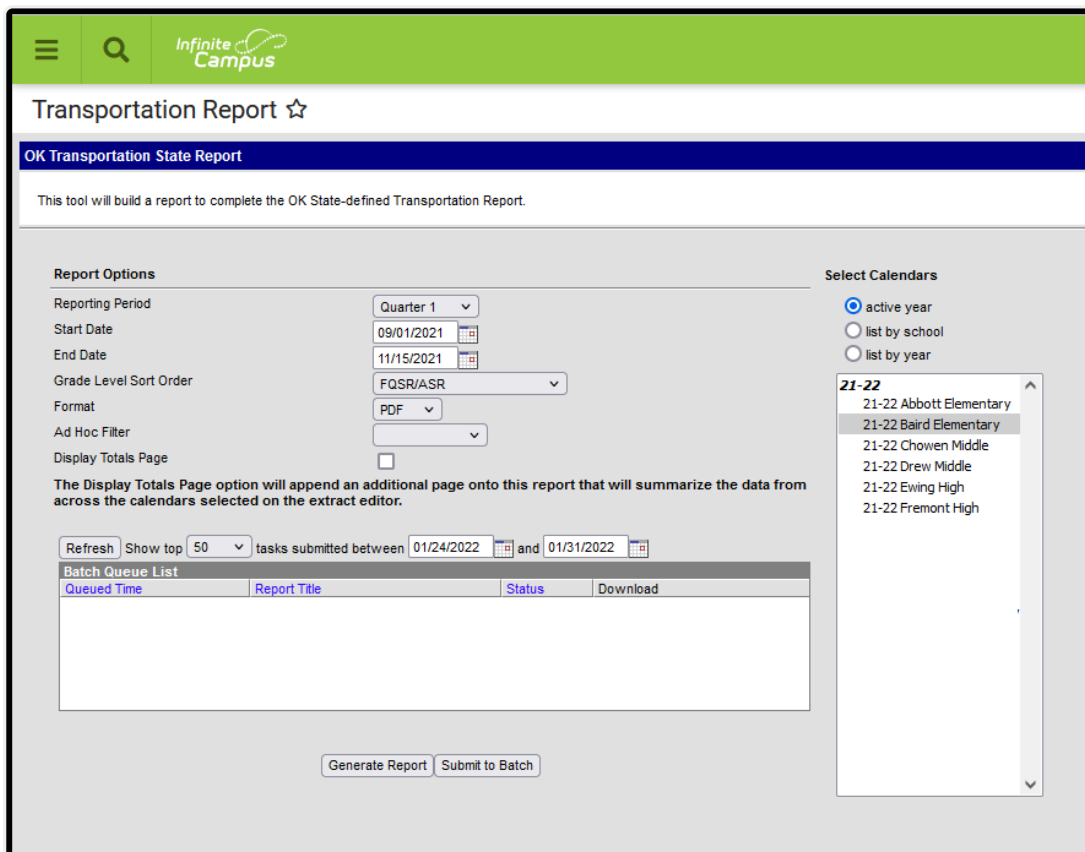
You are viewing a previous version of this article. See [Transportation Report \(Oklahoma\)](#) for the most current information.

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Classic View: OK State Reporting > Transportation Report

Search Terms: 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 Infinite Campus Transportation Report interface. The header includes the Infinite Campus logo and a search icon. The main title is "Transportation Report ☆". Below this is a blue bar with the text "OK Transportation State Report". A message states: "This tool will build a report to complete the OK State-defined Transportation Report."

The interface is divided into two main sections: "Report Options" and "Select Calendars".

Report Options:

- Reporting Period: Quarter 1 (dropdown)
- Start Date: 09/01/2021 (calendar icon)
- End Date: 11/15/2021 (calendar icon)
- Grade Level Sort Order: FQSR/ASR (dropdown)
- Format: PDF (dropdown)
- Ad Hoc Filter: (dropdown)
- Display Totals Page: ☐

A note below the 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."

At the bottom of the options section, there is a "Refresh" button, a "Show top" dropdown set to 50, and a date range filter: "tasks submitted between 01/24/2022 and 01/31/2022".

Select Calendars:

- active year (selected)
- list by school
- list by year

A list of selected calendars for the 21-22 school year is shown:

- 21-22 Abbott Elementary
- 21-22 Baird Elementary
- 21-22 Chownen Middle
- 21-22 Drew Middle
- 21-22 Ewing High
- 21-22 Fremont High

At the bottom of the interface, there is a "Batch Queue List" table with columns: "Queued Time", "Report Title", "Status", and "Download". The table is currently empty.

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

Transportation Report

Report Logic

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.
 - If 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.
 - If 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.
 - If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, 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.
 - If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, 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.
 - If the Half Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if 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.
 - If the Half Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if the student was absent for more than that many minutes. Otherwise, if 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.

- If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted.
- **Absent** when the total instruction minutes in the day is **200 or less**.
 - If the Whole Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if 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.
 - If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted.

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

Only students with a SIF Admission (Student Information > General > Enrollments > SIF Fields > Admission) value of the following are included: OHP1, OT, R, RVON, FOY, TO, RBDTD, and RBD.

If the student is assigned an Admission code that is NOT one of the above, the student's enrollment is not reported.

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>mmdyy</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>mmdyy</i> format, or use the calendar icon to select a date.
Grade Level Sort Order	Determines how records are sorted by grade level. Options include the following: <ul style="list-style-type: none"> • FQSR/SAR: reports based on the Code selected for the Grade Level. • Grade Name: reports numeric grades first, then alphabetically. • Grade Sequence Number: reports numerically by sequence.
Format	Generate the report in PDF, CSV, or HTML format.
Ad hoc Filter	Limits students reported to those in the selected filter .

Field	Description
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 Generate Report button. Or, use the Submit to Batch button to select when the report is generated. See the Batch Queue 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 **Display Totals Page** to generate the report with an additional page at the end that provides totals summarized by calendar.
8. Select the **Calendar(s)** to include in the report.
9. Click the **Generate Report** button to view the report in the selected format.

Header Records:1

districtName	districtNum	county	endYear	schoolName	schoolNum	reportPeriod	periodStart	periodEnd	date	time
Public Schools	601016	55	2011	10-11 HS	705	Quarter 1	09/01/2010	11/30/2010	01/31/2022	15:10:32

OK Transportation Report Records:1050

calendarName	grade	ID	studentName	ohp	transferred	Transported	resident>1.5miles	resident<1.5miles	legallyTransported	otherTransported	busRoute
10-11 HS	10	12345	Student, Amber	0.0	0.0		57.0	0.0	57.0	0.0	100
10-11 HS	10	23456	Student, Ben	0.0	0.0		0.0	55.0	0.0	0.0	100
10-11 HS	10	34567	Student, Carly	0.0	0.0		57.0	0.0	57.0	0.0	100
10-11 HS	10	45678	Student, Drew	0.0	0.0		0.0	56.5	0.0	0.0	100
10-11 HS	10	56789	Student, Emma	0.0	0.0		54.5	0.0	54.5	0.0	100
10-11 HS	10	13664	Student, Franklin	0.0	0.0		55.5	0.0	55.5	0.0	100

Transportation Report - HTML Format

Transportation Report Layout

Elements	Description & Format	Campus Location
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Elements	Description & Format	Campus Location
Grade	<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 > General > Enrollments > General Enrollment Information > Grade</p> <p>Enrollment.grade</p> <p>System Administration > Calendar > Calendar > Grade Levels > State Grade Level Code</p>
Student ID	<p>The district-assigned student number.</p> <p><i>Numeric, 7 digits</i></p>	<p>Census > People > Demographics > Student Number</p> <p>Identity.studentNumber</p>
Student Name	<p>The student's last name and first name.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Census > People > Demographics > Last Name, First Name</p> <p>Identity.lastName Identity.firstName</p>
OHP	<p>The number of days the student's transportation record was active if the student is considered Out of Home Placement.</p> <ul style="list-style-type: none"> • If In Bus is not NULL and Admission is OHP1, report (End Date - Start Date) - Days Absent • Else 0.0 reports <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>	<p>Calculated, not dynamically stored</p>

Elements	Description & Format	Campus Location
Transferred Transported	<p>The number of days the student's transportation record was active if the student is considered Emergency Transfer or Open Transfer.</p> <ul style="list-style-type: none"> • If In Bus is not NULL and Admission is OT, report enrollment: (End Date - Start Date) - Days Absent • Else 0.0 reports <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
Resident > 1.5	<p>Indicates the total days Resident students were transported 1.5 miles or more.</p> <ul style="list-style-type: none"> • If In Bus is not NULL, Miles Transported is more than 1.5 and Admission code is R or RVON, report enrollment: (End Date - Start Date) - Days Absent • Else 0.0 reports <p>This field only reports a value if the Admission Code selected on the student's enrollment is R or RVON.</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information > General > Transportation > In Bus and Miles Transported</p> <p>Transportation.inBus Transportation.milesTransported</p>
Resident < 1.5	<p>Indicates the total days Resident students were transported less than 1.5 miles.</p> <ul style="list-style-type: none"> • If In Bus is not NULL, Miles Transported is less than 1.5 and Admission code is R or RVON, report enrollment: (End Date - Start Date) - Days Absent • Else 0.0 reports <p>This field only reports a value if the Admission Code selected on the student's enrollment is R or RVON.</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information > General > Transportation > In Bus and Miles Transported</p> <p>Transportation.inBus Transportation.milesTransported</p>

Elements	Description & Format	Campus Location
Legally Transported	<p>Report the SUM of the Transferred Transported and Resident > 1.5 fields (Transferred Transported + Resident >1.5' = Legally Transported).</p> <p>Includes also any transportation from the Other Transported field for those students with an enrollment Admission Code = "FOY".</p> <p>This field matches the identical field on the Statistical Summary report.</p> <p><i>Numeric, 2 digits</i></p>	Not dynamically stored
Other Transported	<p>Indicates the total days transported for tuition admitted students.</p> <ul style="list-style-type: none"> • If 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 • Else 0.0 reports <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
Bus Route	<p>The bus name and number recorded on the Bus Detail editor.</p> <p><i>Numeric, 3 digits</i></p>	<p>System Administration > Transportation > Buses > Number</p> <p>TransportationBus.number</p>