

Pupil Transportation Extract (Wisconsin)

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Classic View: WI State Reporting > Pupil Transportation Extract

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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.

WI Pupil Transportation Extract

This tool provides data to complete the Wisconsin State-defined Pupil Transportation report. Use the State Format to generate a CSV file for state reporting. Use the Detail Format (PDF) and HTML format for troubleshooting or analysis.

Extract Options

Format: State Format(CSV)

Grade: All Students (dropdown list: E3, E4, K2, K4, KG, PK, 01, 1, 02)

Ad Hoc Filter: (dropdown)

Buttons: Generate Extract, Submit to Batch

Select Calendars

active year

list by school

list by year

20-21

- 20-21 Abbott Elementary
- 20-21 Baird Elementary
- 20-21 Colfax Middle
- 20-21 Drew Middle
- 20-21 Ewing High
- 20-21 Fremont High

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 03/24/2021 and 03/31/2021

| Queued Time | Report Title | Status | Download |
|-------------|--------------|--------|----------|
| | | | |

Pupil Transportation Editor

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.

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.

- 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 |
|-------|-------------|
|-------|-------------|

| 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 Detail 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 | Select students to include on the report by choosing either a Grade level of enrollment for the students or an Ad hoc Filter . <ul style="list-style-type: none"> To include students in all grade levels, choose All Students in the Grade Level options. 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. |
| Report Generation | Use the Generate Extract button to immediately display the results of the selected extract type/period. For a larger data set, use the Submit to Batch button. This allows the selection of a specific time in which the extract generates (after school hours). See the Batch Queue 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**.
4. 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.

| | A | B | C | D | E | F | G |
|---|----------|---------|----------|------------|---------|---|---|
| 1 | ZeroTo2M | TwoTo5M | FiveTo8M | EightTo12M | Over12M | | |
| 2 | 3 | 0 | 0 | 0 | 10 | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |

Pupil Transportation Extract - State Format (CSV)

| Pupil Transportation Records:1 | | | | |
|--------------------------------|---------|----------|------------|---------|
| ZeroTo2M | TwoTo5M | FiveTo8M | EightTo12M | Over12M |
| 3 | 0 | 0 | 0 | 10 |

Pupil Transportation Extract - HTML Format

| Public Schools | | | 09/07/18 14:43:40 PM | |
|----------------------------------|------------|----------------------------|----------------------|-----------------|
| Pupil Transportation High School | | | | |
| Name | Student # | Miles Transported | Record Start Date | Record End Date |
| Student, Abby | 1234567890 | 0-2 miles (hazardous area) | | |
| Student, Ben | 2345678901 | 0-2 miles (hazardous area) | | |
| Student, Clint | 3456789012 | 0-2 miles (hazardous area) | | |
| Student, Denah | 4567890123 | 0-2 miles (hazardous area) | | |
| Student, Emma | 5678901234 | 0-2 miles (hazardous area) | | |
| Student, Frank | 6789012345 | 0-2 miles (hazardous area) | | |
| Student, Gina | 7890123456 | 0-2 miles (hazardous area) | | |
| Student, Heath | 8901234567 | 0-2 miles (hazardous area) | | |

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. <i>Numeric, 3 digits</i> | Student Information > General > Transportation > Miles Transported Transportation.milesTransported |
| TwoTo5M | Count of students enrolled in the district who are transported between two and five miles. <i>Numeric, 3 digits</i> | Student Information > General > Transportation > Miles Transported Transportation.milesTransported |
| FiveTo8M | Count of students enrolled in the district who are transported between five and eight miles. <i>Numeric, 3 digits</i> | Student Information > General > Transportation > Miles Transported Transportation.milesTransported |
| EightTo12M | Count of students enrolled in the district who are transported between eight and twelve miles. <i>Numeric, 3 digits</i> | Student Information > General > Transportation > Miles Transported Transportation.milesTransported |
| Over12M | Count of students enrolled in the district who are transported a minimum of 12 miles. <i>Numeric, 3 digits</i> | Student Information > General > Transportation > Miles Transported Transportation.milesTransported |

Detail Format

| Data Element | Description | Location |
|--------------|---|--|
| Name | Last name, first name of the student. <i>Alphanumeric, 50 characters</i> | Census > People > Demographics > Person Information > Last Name Identity.lastName <hr/> Census > People > Demographics > Person Information > First Name Identity.firstName |

| Data Element | Description | Location |
|--------------------------|---|---|
| Student Number | Student's state-assigned identification number. <i>Numeric, 10 digits</i> | Census > People > Demographics > Person Identifiers > State ID Person.stateID |
| Miles Transported | Number of miles the student is transported. <i>Alphanumeric, 20 characters</i> | Student Information > General > Transportation > Miles Transported Transportation.milesTransported |
| Record Start Date | Reports the start date of the Transportation record determining the Miles Transported range. <i>Date field, 10 characters (MM/DD/YYYY)</i> | Student Information > General > Transportation > Start Date Transportation.startDate |
| Record End Date | Reports the end date of the Transportation record determining the Miles Transported range. <i>Date field, 10 characters (MM/DD/YYYY)</i> | Student Information > General > Transportation > End Date Transportation endDate |