

## **DRTRS HIGHLIGHTS FOR OCTOBER 2016**

### **◆ NEW FOR 2016:**

- We created a specific code identifying the Cumberland County Regional Cooperative (11-9508). Users will continue to select or upload the county/district code for routes provided by the Cumberland County Regional Cooperative as a Host District (OPCAT = 4).
- Nonpublic school students in 30-mile counties, for whom transportation is required if they reside over 20 miles and up to 30 miles, are now counted in Section A, Lines 6 and/or 7 (Eligible Section) of the DRTRS Summary Report.
- The Katzenbach School code is 21-1431-001.
  
- ***The Joiner District route ID number must match the Host District route ID number.***

### **◆ MAIN LOG-IN SCREEN CHANGES:**

- Migrating the DRTRS program is difficult each time we change servers or update the program so we created a new link “**DRTRS Archived Reports**” which will link you to the [October 2014 DRTRS Transportation Reports](#) and [October 2015 DRTRS Transportation Reports](#).
  - **Five DRTRS Reports are Archived for Each Year:**
    - 1) Route files in an Excel format - LOCKED;
    - 2) Student files in an Excel format - LOCKED;
    - 3) DRTRS Summary Report in a PDF format;
    - 4) Student Report by Summary Line Number in an Excel format - LOCKED;
    - 5) Student Report by Attending School in a PDF format.

## **DRTRS HIGHLIGHTS FOR OCTOBER 2016 (CONTINUED)**

### ♦ **OTHER EDITS:**

- Edits for the student file upload will reject invalid records (for districts using a computer software vendor to create a file upload). Rejected records must be corrected in your vendor software program and re-upload or entered manually. Examples of reasons records are rejected are:
    - Records have invalid resident county and/or district codes (i.e. Records do not match the codes for the county and district uploading the data);
    - The student does not have an IEP and the question “Is transportation required by the student’s IEP” and/or “Does this students IEP require a Wheelchair, aide or nurse, or an extended school year” are answered with a “Y” for Yes;
    - The student resides greater than remote from school (>2 miles for ES grades or >2.5 miles for HS grades) and the questions “Is this student transported pursuant to your hazardous busing policy” and/or “Is this student a subscription busing participant” are answered “Y” for Yes.
  - The license plate field is eliminated from the student file. Entering the route number in the student record is the only required entry.
  - The grade format for Kindergarten is changed from K to KG.
  - Multiple students can be assigned to “Other Schools Not Listed”. Refer to page 33 of the DRTRS Technical Manual.
  - The program has a duplicate records edit. Before certifying the DRTRS Report, if there are possible duplicate student records, you must either delete the duplicate student records or certify the duplicate student records as not duplicates.
  - To verify your data is accurate match the downloaded student Excel file to the DRTRS Summary Report. Match the total number of students on the downloaded student Excel file to the total students on the DRTRS Summary Report by adding lines A-11, B-11, C-5, D-1, D-2, D-3, and D-4.
- ♦ **The DRTRS must be completed and certified NLT November 18, 2016.**
- ♦ **Refer often to the DRTRS Technical Manual and Frequently Asked Questions when problems arise.**