FREQUENTLY ASKED QUESTIONS
DISTRICT REPORT OF TRANSPORTED RESIDENT STUDENTS
(DRTRS)

Office of Research, Special Schools and Transportation
(609) 984-5757
student.trans@doe.state.nj.us

1. Q. How do I access the DRTRS?

A. Your district's DRTRS can be accessed under the name "Transportation" through the New Jersey Department of Education's Homeroom at: http://homeroom.state.nj.us. Any personal computer (PC) which provides access to the internet can be used.

Enter your:
- District Code
- User Name
- Password

2. Q. Where can I find my District Code, User Name, and Password?

A. Your District Code can be found in the Public School Directory or https://homeroom5.doe.state.nj.us/directory/.

Your User Name and Password can be assigned ONLY by your district's Homeroom Administrator (HA). The DOE cannot assign login credentials – please contact your HA for assistance.

3. Q. What should I do if I have already rolled-up last year's data and realize that I should have uploaded the data from a computer software system or vice-versa?

A. The program will not permit you to both roll-up and upload data. If you have already performed one of these functions and wish to do the other, contact the Student Transportation Unit at 609-984-5757 or email us at student.trans@doe.state.nj.us
and we will delete the data incorrectly entered. This will allow you to now perform the other function and enter the correct data.

4. Q. What should I do if I receive an error message stating that I cannot connect to the database or have exceeded the maximum number of sessions?

A. An error message stating that you cannot connect to the database for any reason means the server is temporarily not operating. Simply try again later.

5. Q. How do I correct the error message that a student identification number (SID) is being claimed by another district?

A. If another district is claiming an SID, you must contact that district to determine why the number is duplicated. Two common reasons for this error are:
- The district in which the student previously resided used rolled-up data and did not delete the student from their records and
- The SID recorded by one of the districts has a "typo" which causes it to show as a duplicate with an actual number.

Note: It is the number that is duplicated and must be checked, not necessarily the student. Also, the number must be checked in the district's DRTRS, not in the NJ Smart System or ASSA.

6. Q. What should I do if a School Bus Contractor is not on the Contractor Code List in the DRTRS program?

A. First, check the Contractor Code List on our website at http://www.nj.gov/education/finance/transportation/codes/ .

If the contractor is not listed on the above list, contact the Student Transportation Unit at 609-984-5757 or email us at student.trans@doe.state.nj.us .

You must have the following information for the company in order to receive a contractor code:
- Name
- Address
- Telephone Number
- Email Address
- Name of Owner or Contact Person
- Terminal Location (If it is other than the above address.)

7. Q. What should I do if a Public or Charter School is not on the Public or Charter School List in the DRTRS program?

A. First, check the Public or Charter School Directory on our website at https://homeroom5.doe.state.nj.us/directory/.

If the school is not listed on the above list, contact the Student Transportation Unit at 609-984-5757 or email us at student.trans@doe.state.nj.us .

You must have the following information for the school in order to receive a school code:
- School District in which the School is Located
- Name
- Street Address
- City
- Telephone Number
- Name of Principal

8. Q. What should I do if an Early Childhood Community Provider (ECCP) is not on the ECCP List in the DRTRS program?

A. First, check the ECCP Directory on our website at http://www.nj.gov/education/finance/transportation/codes/ .

If the ECCP is not listed on the above list, contact the Student Transportation Unit at 609-984-5757 or email us at student.trans@doe.state.nj.us .

You must have the following information for the ECCP in order to receive a school code:
- School District in which the ECCP is Located
- Name
- Street Address
- City
- Telephone Number
- Name of Principal

9. Q. What should I do if a Non-Public School or Non-Traditional Placement (e.g. a hospital or rehabilitation center) is not on the Non-Public or Other Schools List in the DRTRS program?

A. First, check the Non-Public School Directory on our website at https://homeroom5.doe.state.nj.us/directory/.

If the school or placement is not listed on the above list, record the Non-Public School or Non-Traditional Placement as an "Other School" in the DRTRS program. Do this by following the instructions for "Adding Other School" in the DRTRS Technical Manual.

10. Q. Is there a way to search for schools using the DRTRS program?

A. Yes. Proceed as follows:
- Select "Add Individual Student" from the Main Menu.
- Scroll down to "Attending School 1".
- Select the School Type for the school. If you are not sure of the school type (e.g. Nonpublic or Private School for Students with Disabilities), be sure to search under both school types.
- Type the first few letters of the school name in the School Name Block and the list of schools will appear.

Note: If you need the county, district, and school code for any of the above schools, select the school name from the list of schools and the program will populate the county, district, and school code fields.

11. Q. How can the total number of students transported in accordance with the district's hazardous and subscription busing policies reported in the District Profile Section of the Summary exceed the total number of courtesy students reported in the Courtesy Section of the Summary (Section C: Lines 1 and 3)?

A. This web-based system permits districts to enter a "Y" for Hazardous or Subscription busing question even if the student's mileage was reported as remote. This could result in an over count of students in these sections. To correct this, proceed as follows:
- Download the student data to an excel spreadsheet.
- Sort on the "Y" for the Hazardous (Column S) and/or Subscription (Column V) busing question(s) to determine which remote students were so reported.
- Change the student records of those students or correct the data in the vendor file.
- Re-upload the information.

Note: Re-uploading the correct information will ensure that the data will be correct next year.

12. Q. Is there a way to make a copy of my entire Route or Student File in the DRTRS program?

A. Yes. Proceed as follows:
- Select "Download Submitted Routes" or "Download Submitted Students" from the Main Menu. This will create an Excel spreadsheet containing all of the Route File or Student File records.
- Select "Save As". Then, save the Excel spreadsheet on your computer with an "xls" or "xlsx" extension.

Note: Using the Excel spreadsheet, you can now Sort and Filter on any variable (e.g. grade, school type, attending school, etc.) to analyze the data.

13. Q. How do I check the accuracy of the DRTRS student data entered into the program to ensure that all students are being counted?

A. This is done by comparing the number of students entered in the Student File with the number of students recorded on the Summary Sheets. Proceed as follows:
- Select "Download Submitted Students" from the Main Menu to create an Excel spreadsheet containing all student records entered for the district.
- Add the total number of students from each section of the summary (i.e. Lines A11, B11, C5, D1, D2, D3, and D4).
- Compare the total number of students on the spreadsheet with the total number of students on the summary sheets.

Note: These numbers should be equal. If there is a discrepancy, this indicates an error in your student records data that must be corrected.

14. Q. Can I make corrections to the DRTRS after I have certified the report?

A. Yes. Districts can de-certify, make corrections to, and re-certify the report up to the deadline date when the system is locked. To make corrections, proceed as follows:
- Select "View Certification" from the Main Menu.
- Scroll down to and click on "Undo Certification".

Note: The report is now de-certified. Re-access the report through the Main Menu and make any necessary corrections. Then, re-certify the report as follows:
- Select "Certify & Finalize Data Submission" from the Main Menu.
- Scroll down to and click on "Certify & Finalize Data Certification".

Note: The report is now re-certified.

15. Q. Can I access and make corrections to my DRTRS after the deadline date and the program is locked?

A. Districts will be unable to make any changes to the report once the system is locked. At that time, districts will have only limited access to their DRTRS data (e.g. to download Route and Student Files and print Summary Reports).

16. Q. Will the program be opened at some future date so that districts can make corrections?

A. The program will not generally be unlocked for corrections at a later date.

17. Q. Who should be listed as the contact person in the Contact Information Section of the DRTRS?

A. The person responsible for the completion of this report must be listed as the contact person. This is usually the school business administrator or transportation supervisor.

18. Q. Who should be listed as the person certifying this report in the Certification Section of the DRTRS?

A. The school administrator authorized by the board of education to verify the accuracy of this report must be listed as the certifying official. This is usually the superintendant or school business administrator.

19. Q. Why are the district's PK students failing to appear in Section A, Line 1?

A. PK students will appear on this line only if the district is an Early Program Aid (EPA) eligible district. If it is not, these students will appear in Section C, Line 1. Check with the school business administrator if there is any question regarding the district's EPA eligibility.