

DRTRS HIGHLIGHTS FOR OCTOBER 2024

□ *Special Education and IEP Students.*

Students who have an IEP requiring speech-only services are not to be reported as having an IEP on the DRTRS.

In the case of a student who has an IEP requiring speech only services, answer the question: “Does this student have an IEP?” as “N” for No.

□ *The Joiner District route ID number must match the Host District route ID number exactly.*

This edit means the route number the Joiner District entered does not match the Host District route number for one of the following reasons:

1. The Host District did not enter the route into their route file. (Note: This district must enter the route number whether or not they have any resident district students assigned to the route.)
2. The Joiner District route number does not match the Host District route number exactly. (Note: This may be due to the insertion of a space or dash in the route number, e.g. AB 123 or AB-123 vs. AB123).

To correct this error, always contact the Host District to verify the route number exists in their route file and matches your entry exactly.

✦ DRTRS HIGHLIGHTS FOR OCTOBER 2024 (CONTINUED)

The error message “This SID is being claimed by another district (00-0000 District) means the SID is being claimed – not necessarily the student.

1. In some cases a student may have moved from one district to another and the student, along with the SID, are still being claimed by the original district.
2. In other cases, the district is reporting the SID in error against a student other than the one to whom the SID is assigned. In other words, it's typo.

To correct this error, first check that you have the correct SID for this student. Provided you have the correct SID, contact the District reporting this SID in error (00-0000 District) and ask that they correct the error by deleting or changing the SID.

- ✦ We created a specific code identifying the Cumberland County Regional Cooperative (11-F499). 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 = 3).
- ✦ 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.

✦ DRTRS HIGHLIGHTS FOR OCTOBER 2024 (CONTINUED)

🔒 MAIN LOG-IN SCREEN:

A link titled: “**DRTRS Archived Reports**” which will link you to previous 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.

🔒 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.

✦ DRTRS HIGHLIGHTS FOR OCTOBER 2024 (CONTINUED)

- ✦ 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 by November 15, 2024.**

🔔 **Refer often to the DRTRS Technical Manual and Frequently Asked Questions when problems arise.**