

MANUAL FOR COMPLETION OF

2024-2025

DISTRICT REPORT OF TRANSPORTED
RESIDENT STUDENTS
(DRTRS)

DISTRICT INSTRUCTIONS

September 2024

New Jersey Department of Education
Office of School Finance
Student Transportation Unit
(609) 376-9064
student.trans@doe.nj.gov

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DRTRS HIGHLIGHTS AND KEY DATES

The District Report of Transported Resident Students (DRTRS) is a listing of all transported students **based on the October 15, 2024 enrollment**. This date is also referred to as “the snapshot”.

The resident district is responsible for the submission and accuracy of data.

Boards of education must submit the DRTRS data containing completed route and student file information. CTSA’s must submit a route file only.

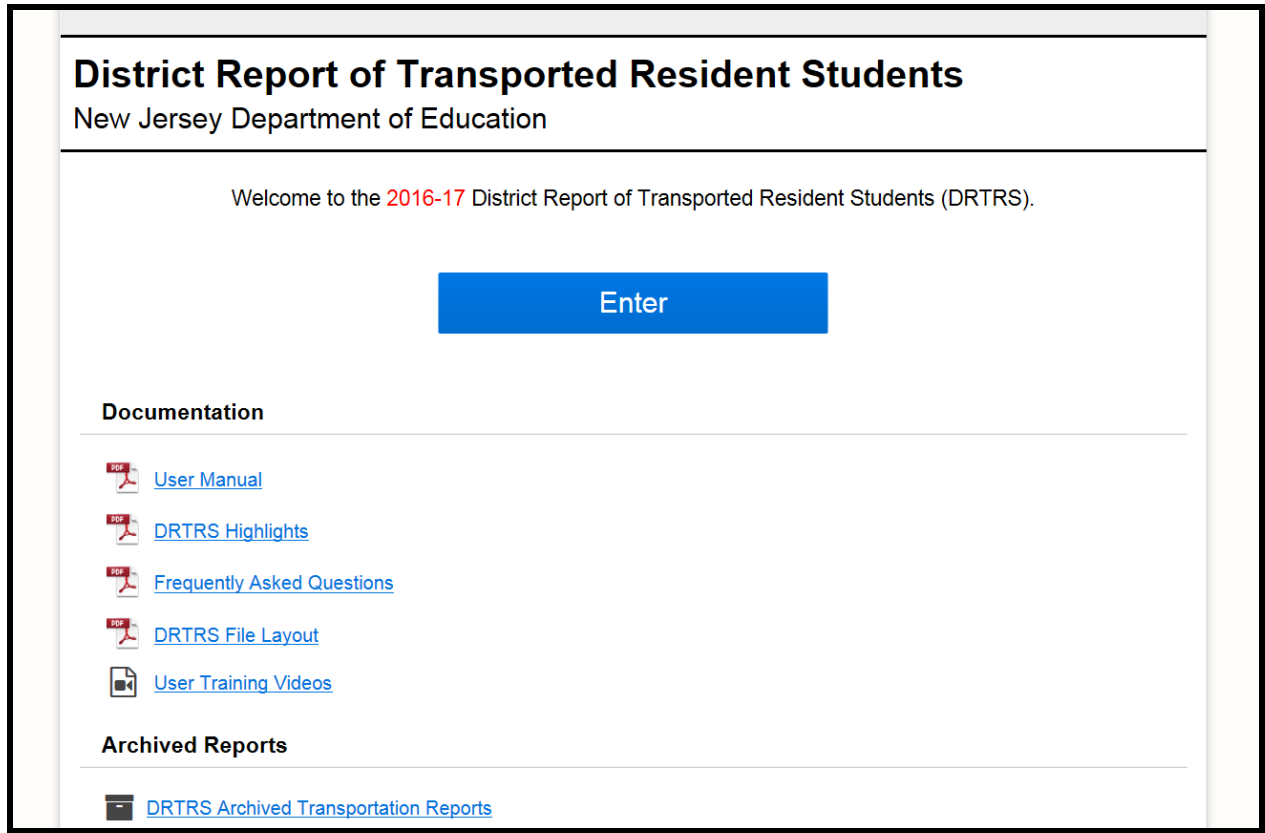
KEY DATES

OCTOBER 15th The DRTRS is based on a snapshot of students transported on this date.

NOVEMBER 15th The DRTRS must be transmitted to the Department of Education by this date.

Questions regarding the completion and submission of the DRTRS should be directed to the Student Transportation Unit at (609) 376-9064 or emailed to student.trans@doe.nj.gov.

ACCESSING THE DRTRS



The screenshot shows the login page for the District Report of Transported Resident Students (DRTRS). At the top, the title "District Report of Transported Resident Students" is displayed in bold, followed by "New Jersey Department of Education". Below this, a welcome message reads: "Welcome to the 2016-17 District Report of Transported Resident Students (DRTRS)." A large blue button with the text "Enter" is centered on the page. Underneath the button, there are two sections: "Documentation" and "Archived Reports". The "Documentation" section contains five links, each with a PDF icon: "User Manual", "DRTRS Highlights", "Frequently Asked Questions", "DRTRS File Layout", and "User Training Videos". The "Archived Reports" section contains one link with a folder icon: "DRTRS Archived Transportation Reports".

Your district's DRTRS can be accessed through the New Jersey Department of Education's Homeroom at:

<http://homeroom.state.nj.us>

It is recommended that you print and/or save a copy of the User Manual and Frequently Asked Questions to refer to, as needed, while completing the DRTRS.

SIGN IN

District Report of Transported Resident Students

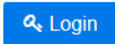
New Jersey Department of Education

Sign In


District ID

Username

Password

 Login

Districts without an account for this application must contact their district's Homeroom Administrator to establish an account.



New Jersey Department of Education
Student Transportation Unit
100 Riverview Plaza, P.O. Box 500
Trenton, NJ 08625-0500
Tel. (609) 984-5757, FAX: (609) 633-9790

- Enter your District Code
- Enter your User Name
- Enter your Password

Note: Codes for all New Jersey school districts can be found in the Public School Directory or <https://homeroom5.doe.state.nj.us/directory/>.

Note: Your User Name and Password are assigned by your district's Homeroom Administrator (HA). Please contact your HA for assistance.

THE MAIN MENU

The main menu includes 7 main sections:

1. District Profile
2. Route Level Data
3. Student Level Data
4. Summary Report
5. Report Menu
6. Contact Information
7. Certification

District Report of Transported Resident Students

New Jersey Department of Education

🏠 (13-3570) NEWARK CITY

Complete the following sections of the DRTRS system:

1. District Profile

[+ Add District Profile](#)

2. Route Level Data

[+ Add Individual Route](#)

[📄 Upload Data File](#)

[⚙️ Rollup Last Year's Data](#)

3. Student Level Data

[+ Add Individual Student](#)

[📄 Upload Data File](#)

[⚙️ Rollup Last Year's Data](#)

[✍️ Manage Attending Schools Not Listed](#)

District Profile

- This section asks users to input basic information about their school district.



Route Level Data

- The Route Level Data section is where users will input route data.
- Users will also be able to see a summary of the route data they have input as well as download an Excel file of the route data they have input.




Student Level Data

- The Student Level Data section is where users will input student data.
- Users will also be able to see a summary of the student data they have input as well as download an Excel file of the student data they have input.


4. Summary Report

-  View Summary Report
-  Export Summary PDF


5. Report Menu

-  Download Student File by Summary Line
-  Download Student File by Attending School
-  Download Duplicate Students Report

6. Contact Information

-  View Contact Information

7. Certification

-  View Certification

Summary Report

- This section provides users a summary of the data they have input as well as the ability to download a PDF file of the summary report.

Report Menu

- This section provides users with reports to verify and audit the submitted student data.

Contact Information

- This section is used to provide the current point of contact for student transportation in the district.

Certification

- This section is where users will certify the accuracy and completeness of the data they have submitted once all data has been input into the system.

COMPLETING THE DISTRICT PROFILE SECTION

District Report of Transported Resident Students
New Jersey Department of Education

Add District Profile

District County
HUNTERDON

District Name
LEBANON BORO

1. Does your district use a routing vendor?
 Yes
 No

2. Name of Routing Vendor

3. Does your district have a subscription busing program for non-resident students?
 Yes
 No

4. If your district has a subscription busing program for non-resident students, how many non-resident subscription students do you transport?

Submit

Select “Add District Profile” from the main menu.

You will be asked to answer the following questions.

1. Does your district use a routing vendor?

Select “**Yes**” if your district uses a routing vendor. Otherwise, select “**No**”.

2. The name of routing vendor:

If you answered “Yes”, enter the name of routing vendor. (If you plan to import a file or files created by another program, enter the name of the company or software program that supplies the files to be imported. For example, Edulog, Versatrans, In-House Program, Etc.)

3. Does your district have a subscription busing program for non-resident students?

(i.e., a program in which a student’s parent/guardian or the municipality pays for the provision of non-mandated busing services – see subscription busing section below)

Select “**Yes**” if your district has a subscription busing program for non-resident students. Otherwise, select “**No**”.

Subscription Busing Program: A program in which a student’s parent/guardian or the municipality pays for transportation services. This transportation includes any transportation not required by law for public and nonpublic school students who reside less than remote from school, nonpublic school transportation beyond 20 miles (excluding those counties required to transport up to 30 miles), and nonpublic school students whose parents received aid-in-lieu of transportation from their resident district.

NOTE: Non-resident subscription based students will not be reported in the student data file.

4. If your district has a subscription busing program for non-resident students, how many non-resident students do you transport?

If you answered “Yes”, enter the number of non-resident subscription students you transport.

Once you have entered this information, click on “Submit” to record this data.

COMPLETING THE ROUTE LEVEL DATA SECTION

From the main menu, you have 3 options to record your route data.

In the Route Level Data Section, you can choose to:

1. Manually Enter Your Route Data.

Select “**ADD Individual Route**”.

NOTE: If you hold a contract with a private vendor, pay another school district or agency for your share of a route, pay a parent to transport his/her own child/children, or provide transportation using your district owned vehicle, enter the route information even if you don't have any of your resident students riding on that route.

2. Upload Data File.

NOTE: Once you have submitted a file for upload, it will process in the background. You may leave this screen while it is processing without affecting the upload. Please be patient with large upload files – the time required to process will vary depending on the size of the file and how many users are accessing the system at that time.

- a. Select “Upload Data File” to import a vendor created DAT or PRN file.
 - i. You cannot import a vendor DAT or PRN file and rollup route data.
- b. Select your Route DAT or PRN file by using the “Browse” button to find the file.
 - i. Once you submit your data file, any records submitted previously by this upload form **will be deleted**. Any routes added individually will not be affected.
 - ii. Use the upload form to browse and choose the route data file from your computer.
- c. After you have chosen the DAT or PRN file to upload, click the submit button to transmit. Please be patient as this may take a few minutes to complete.
- d. After the upload process is complete, you will get a successfully processed message that explains how many records were successfully added and how many records were rejected. If there are errors on the

upload, there will be a link to a “Download Error Report” showing the rejected records.

- e. Select “Return to Route Level Data” to access the routes in your database or select “Home” to return to the main menu.
 - f. Changes to the route data must be made by selecting “View Submitted Routes”.
3. Rollup Last Year’s Data.
- a. Select “Rollup Last Year’s Data”
 - b. Select “Start Rollup Process!”
 - i. You cannot roll up route data and import a vendor DAT or PRN file.
 - ii. Once you start the rollup process, any route rollup records previously processed and added to the system **will be deleted**. Any routes added individually will not be affected.
 - iii. The DOE program contains the route data you submitted last year.
 - iv. You will need to update the **Annual Route Cost** field after the rollup.
 - v. After the rollup process is complete, you will get a successfully processed message that explains how many records were successfully added and how many records were rejected. If there are errors on the rollup, there will be a link to a “Download Error Report” showing the rejected records.
 - vi. Changes to the route data must be made by selecting “View Submitted Routes”.
 - vii. You must select the route and make changes necessary to the existing routes, delete routes no longer being used, and add any new routes.
 - c. Select “Return to Route Level Data” to access the routes in your database or select “Home” to return to the main menu.

ROUTE PROFILE

Route Profile

1. Route Number

2. License Plate

Numbers or Letters only - no special characters or spaces.

3. Vehicle Capacity

Vehicle capacity must be between 4 and 54.

4. Type of Vehicle Ownership
 ▼
If not district owned, this is the entity your district pays for this route.

5. Owner County
 ▼

6. Owner District
 ▼

7. Annual Route Cost

Total cost of the route, excluding administrative fees/costs.

8. If you are a host district for this route, enter the number of other districts using this route.

*Only to be completed by the **host district/ESC**.*

1. Route Number:

Enter the identification number assigned to this route, not to exceed eight (8) letters/digits.

- **The route identification must match the route identification number approved by the board of education.**
- **The Joiner District's route identification number must match the Host District's route identification number.**

NOTE: If you are using your **rolled-up data**, AIL and CCC route designations **SHOULD NOT** be entered as routes in the route file, they already exist. These designations can only be selected in the STUDENT FILE.

NOTE: If you are using a **vendor file**, AIL and CCC route designations must be created in your import student file (if applicable).

2. License Plate:

The license plate number of the vehicle used for this route.

Must be between 6 and 8 characters numbering 0 through 9 and/or letters of the alphabet.

Do not enter any special characters or spaces.

3. Vehicle Capacity:

The actual number of passengers the vehicle is capable of carrying, excluding wheelchair passengers and excluding the driver.

Vehicle capacity must be between 4 and 54.

4. Type of Vehicle Ownership: FOLLOW THE MONEY

Select only one category from the following selection.

District Owned - The resident district board of education operates the vehicle (owns, leases, rents, or borrows) and provides the transportation.

Contracted - The resident district board of education provides transportation through a contract with a school transportation vendor.

NOTE: A sortable list of contractors and their codes is available on the Student Transportation website at: <http://www.nj.gov/njded/finance/transportation/codes>.

- If the contractor you are using is not found in the list above, please contact the Student Transportation Unit to verify and add the code to our system.

Host District - The resident district board of education is the joiner district and another board of education operates the vehicle or contracts with a vendor for this route.

Host ESC - The resident district board of education is the joiner district and an Educational Services Commission (or Jointure Commission) operates the vehicle or contracts with a vendor for this route.

Parent - The resident district board of education contracts with the parent for the transportation of his/her own child/children.

NOTE: When determining vehicle ownership, report the entity that your district pays for the route. (Incorrect vehicle ownership will adversely affect your Transportation Efficiency.)

The rule of thumb in determining vehicle ownership is:

“FOLLOW THE MONEY”

5. Owner County:

If you selected “Contracted”, “Host District”, or “Host ESC” as the vehicle owner, select the county in which the Contractor, Host District, or Host ESC is located.

NOTE: Select “Host ESC” for all Educational Services Commissions and the Bayshore, Morris-Union, and South Bergen Jointure Commissions.

Select “Host District” for all other jointure agreements.

6. Owner District/Contractor:

If you selected “Contracted”, “Host District”, or “Host ESC” as the vehicle owner, select the Name of the Contractor, Host District, or Host ESC district.

NOTE: If the name of the Contractor cannot be found in the menu, please contact the Student Transportation Unit at 609-376-9064 or email: student.trans@doe.nj.gov.

7. Annual Route Cost:

The total annual cost to the resident district board of education for this route, **including district operated routes**.

The annual route cost:

- does not include administrative fees.
- is the full annual cost of the route for a Host District.
- is only their share of the annual cost of the route for a Joiner District

- for contracts awarded on a per diem contract basis is determined by multiplying the per diem contract cost by 180 days, regardless of the number of days this route will actually run.

Before you input student data, you should first complete the “Route Profile”.

The Route Profile should include:

- all routes assigned to transport resident district students.
- all routes assigned to transport nonresident students, including those routes for which no resident students are transported.

8. Host District Question:

If you are the Host District for this route, enter the number of Joiner (Other) districts that have students riding on this route:

- Must be between 1 and 9.
- If this is not a Host route, enter zero (0).

NOTE: The route numbers Nonpublic AIL, Charter AIL, Choice AIL, and CCC will automatically be listed on the route number menu in the student file.

If you manually enter your data into the DRTRS program, do not create any routes named “AIL” or “CCC”. These routes automatically appear in the student file.

THE ROUTE FILE COMMON ERRORS

- **Print and check your district route file report.**
 - A route cost is required for all routes, including those run with district owned vehicles.
 - Include all route information in your route file, even if you do not have any of your resident students riding on that route.
 - When reporting vehicle ownership for a route, report the entity that you pay for the route. (i.e. Follow the money.)
 - The route cost must be reported as an **annual** cost. (Note: Per diem contracts must be multiplied by 180 days even if the route was contracted for a shorter/longer period.)
 - Route costs reported on the DRTRS **do not include** the administrative fees charged by a CTSA.
 - Typographical errors may create increased capacity which will negatively impact your efficiency rating (e.g. S1835 vs 51835 or S11835). This is also true if you fail to delete vehicles from the prior year.
 - Vehicle capacity DOES NOT include wheelchair positions.
 - Create a route in the route file for each parental contract.
- **A route is designed for To and From school transportation.**
 - Overbooking of the bus route on paper is permissible provided there is a contingency plan established to handle actual overload situations.
 - Although overbooking is a common practice in some districts, when analyzing route data from the DRTRS, some routes have as many as 300+ students being transported on a single route.

COMPLETING THE STUDENT LEVEL DATA SECTION

In the Student Level Data Section, you can choose to:

1. Manually Enter Your Student Data.

From the main menu, select “**ADD Individual Student**”.

2. Upload Data File.

NOTE: Once you have submitted a file for upload, it will process in the background. You may leave this screen while it is processing without affecting the upload. Please be patient with large upload files – the time required to process will vary depending on the size of the file and how many users are accessing the system at that time.

- a. Select “Upload Data File” to import a vendor created DAT or PRN file.
 - i. You cannot import a vendor DAT or PRN file and rollup student data.
- b. Select your Student DAT or PRN file by using the “Browse” button to find the file.
 - i. Once you submit your data file, any records submitted previously by this upload form **will be deleted**. Any students added individually will not be affected.
 - ii. Use the upload form to browse and choose the student data file from your computer.
- c. After you have chosen the DAT or PRN file to upload, click the submit button to transmit. Please be patient as this may take a few minutes to complete.
- d. After the upload process is complete, you will get a successfully processed message that explains how many records were successfully added and how many records were rejected. If there are errors on the upload, there will be a link to a “Download Error Report” showing the rejected records.
- e. Select “Return to Student Level Data” to access the students in your data base or select “Home” to return to the main menu.
- f. Changes to the student data must be made by selecting “View Submitted Students”.

NOTE: If changes are not made to the existing student record, records may be duplicated (e.g. where a student repeated the same grade or changed schools).

3. Rollup Last Year's Data.

a. Select "Rollup Last Year's Data"

b. Select "Start Rollup Process!"

- i. You cannot roll up student data and import a vendor DAT file.
- ii. Once you start the rollup process, any student rollup records previously processed and added to the system will be deleted. Any students added individually will not be affected.
- iii. The DOE program contains the student data you submitted last year.
 - a. 12th grade students are deleted.
 - b. All other student grades, except S1 and S2, are rolled up one year.
- iv. After the rollup process is complete, you will get a successfully processed message that explains how many records were successfully added and how many records were rejected. If there are errors on the rollup, there will be a link to a "Download Error Report" showing the rejected records.
- v. Changes to the student data must be made by selecting "View Submitted Students".
- vi. You must select the student and make changes necessary to the existing student record, delete students no longer in the district, and add any new students.

NOTE: If changes are not made to the existing student record, records may be duplicated (e.g. where a student repeated the same grade or changed schools).

c. Select "Return to Student Level Data" to access the students in your data base or select "Home" to return to the main menu.

STUDENT PROFILE

District Report of Transported Resident Students

New Jersey Department of Education

Student Profile

<p>1. Student Identification Number (SID)</p> <input type="text"/> <p><i>Note: If non-public student, leave this field blank.</i></p> <p>2. First Name</p> <input type="text"/> <p>3. Last Name</p> <input type="text"/> <p>4. Date of Birth</p> <input type="text"/> <p><i>Format as MM/DD/YYYY.</i></p> <p>9. Is this student transported to more than 1 location for half day programs?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>5. Street Address</p> <input type="text"/> <p>6. City</p> <input type="text"/> <p>7. Does this student have an IEP?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>8. Student's Grade</p> <input type="text" value="Select Grade"/> <input type="button" value="v"/>
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1. Student Identification Number (SID)

Enter the student's 10-digit SID number assigned by the Department of Education.

NOTE: This number will stay with the student as the student moves from school to school and school district to school district.

DO NOT use a local district identification number in this field.

Nonpublic school students are not issued SIDs so this field must be left blank.

2. Last Name

Enter the student's last name.

3. First Name

Enter the student's first name.

4. Date of Birth (D.O.B.)

Enter the student's date of birth in month/day/year format. Enter the student's date of birth using two digits for the month and day, and four digits for the year with no spaces. (**Example:** August 21, 2002 should be entered as **08/21/2002.**)

NOTE: DOB must be within an acceptable range for school age students otherwise error messages will occur on the final edit.

5. Address

Enter the student's street address.

NOTE: The address must include the student's house number and street name.

Do Not Enter:

- P.O. Box, High School, Babysitter, etc.
- A street name without a house number.
- An apartment complex without a street address and apartment number.

6. City

Enter the name of the city in which the student lives.

NOTE: Muni -- Old School Code (Only applies to newly merged districts)

For newly merged school districts only, a drop down box will appear for each student. Select the district in which that student resides.

Example: Pemberton Borough, school code 4040, merged into Pemberton Township, school code 4050. For students residing in Pemberton Borough, enter 4040 in the Old School Code field.

The affected districts are:

CO	OLD DISTRICT CODE	NEW DISTRICT CODE	NEW DISTRICT NAME	OLD DISTRICT NAME
03	5171	2080	HASBROUCH HEIGHTS	TETERBORO
03	2080	5171	HASBROUCH HEIGHTS	HASBROUCH HEIGHTS
05	4040	4050	PEMBERTON TWP	PEMBERTON BORO
05	4050	4050	PEMBERTON TWP	PEMBERTON TWP
07	0160	0160	AUDUBON BORO	AUDUBON PARK
07	0150	0150	AUDUBON BORO	AUDUBON BORO
07	1900	1900	HADDONFIELD	HADDONFIELD
07	5140	1900	HADDONFIELD	TAVISTOCK
11	4750	2270	HOPEWELL TWP	SHILOH BORO
11	2270	2270	HOPEWELL TWP	HOPEWELL TWP
19	1740	0910	CLINTON TOWN	GLEN GARDNER
19	0910	0910	CLINTON TOWN	CLINTON TOWN
25	4680	3830	OCEANPORT BORO	SEA BRIGHT
25	3830	3830	OCEANPORT BORO	OCEANPORT BORO
23	2110	4970	SPOTTSWOOD	HELMETTA
23	4970	4970	SPOTTSWOOD	SPOTTSWOOD
27	5380	1110	DOVER TOWN	VICTORY GARDENS
27	1110	1110	DOVER TOWN	DOVER TOWN
29	2980	4220	POINT PLEASANT BEACH	MANTOLOKING
29	4220	4220	POINT PLEASANT BEACH	POINT PLEASANT BEACH
33	1340	4150	PITTSBORO	ELMER BORO
33	4150	4150	PITTSBORO	PITTSBORO
35	3210	2170	HILLSBOROUGH TWP	MILLSTONE
35	2170	2170	HILLSBOROUGH TWP	HILLSBOROUGH TWP
35	4510	3320	MONTGOMERY TWP	ROCKY HILL
35	3320	3320	MONTGOMERY TWP	MONTGOMERY TWP
37	0520	1560	FRANKFORD TWP	BRANCHVILLE BORO
37	1560	1560	FRANKFORD TWP	FRANKFORD TWP
41	2020	0400	BLAIRSTOWN TWP	HARDWICK
41	0400	0400	BLAIRSTOWN TWP	BLAIRSTOWN TWP

7. Does this Student have an IEP (Individual Education Program) Question

Select “Yes” if the student has an IEP. Otherwise, select “No”.

NOTES:

1. Answer “**Yes**” to this question even if the student:
 - does not have a special transportation need.
 - is assigned by the Child Study Team to a nonpublic school.

2. Answer “**No**” to this question if the student is transported due to ADA requirements, unless the child also has an IEP.
 - Computer vendor files must report “**Y**” for Yes if the student has an IEP, or report “**N**” for No.
 - This entry will determine the menu options and generate certain questions from which you may select further in this program. Incorrectly answering this question will adversely affect your Transportation Efficiency and Per Pupil Cost Calculation and may adversely affect your State Aid entitlement.
 - **Students who have an IEP requiring speech-only services will not 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.**

8. Grade

Select the student’s grade level.

1. The grade for special education students classified in accordance with NJSA 18A:46-23 shall be reported as:

S1 (elementary: PK-08)

S2 (high school: 09-12)

NOTE: S1 and S2 grade designations should ONLY BE USED for Public, Private Schools for Students with Disabilities, Charter Schools, Choice Schools, and Early Childhood Community Providers.

2. The grade for each regular public school, charter school, choice school, and nonpublic school student shall be reported as:

PK	06
KG	07
01	08
02	09
03	10
04	11
05	12

NOTE: These grade designations should only be used for students without an IEP. Only special education public and charter school students, and school students attending a private school for students with disabilities or Early Childhood Community Provider will have an IEP.

9. Is this Student Transported to More than 1 Location for Half-Day Programs Question

Select **“Yes”** if the student participates in a program in which the student attends a program for one-half of the day at one school, then attends another program for the second half of the day at another school. Otherwise, select **“No”**.

NOTE: If you answer “Yes” to this question, in addition to entering the information for the first school location (Attending School 1), you will be given a section to enter the information for the second school location (Attending School 2).

When entering mileage for more than one location, calculate the mileage from the students home to the attending schools.

STUDENT SCHOOL ATTENDANCE INFORMATION

Attending School 1

1. School Type
Select School Type

2. School

Select School Type above. Begin typing the district or school name then select from the dropdown list that appears.

County ID <input type="text"/>	District ID <input type="text"/>	School ID <input type="text"/>
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3. Route Number License Vehicle Ownership

Select Route <input type="text"/>	<input type="text"/>	<input type="text"/>
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4. One-way Home to School Miles

Round to the nearest tenth of a mile.

5. Is this student transported pursuant to your hazardous policy?
 Yes
 No

6. Is this student a subscription busing participant?
 Yes
 No

7. Is transportation required by this student's IEP?
 Yes
 No

8. Does this student's IEP require any of the following: wheelchair, an aide/nurse, or extended school year?
 Yes
 No

1. School Type

Select the type of school the student attends. (i.e., Public School, Nonpublic School, Private School for Students with Disabilities (PSSD), Charter School, Early Childhood Community Provider (ECCP), Naples, or Other/Not Listed School)

2. School

Begin typing the district or school name in the space provided, then select the school the student attends.

NOTE: When typing the district or school name, do not use abbreviations (e.g. use Saint Joseph School, not St. Joseph School).

If you get a “No Results Found” message, go back to the “School Type” field and select “Other/Not Listed School” (**see the section for Adding Other Schools**).

NOTES: For Nonpublic and Out-of-State Schools, and Other Non-School Facilities (e.g. Hospitals) to which student are assigned by the IEP, which cannot be found in the directory, select “Other/Not Listed School” and select the “Other” school from the list provided.

If the school is not on the above list, and you have to add a school, you will lose that student record. Click on “Add School” and complete the “School Information Entry for Attending Schools Not Listed” section provided. When this information is completed, click on “Submit” to record the entry.

Prior to adding school, determine if the school is a Naples Placement. The list of Naples Placement schools is on the drop down menu #7.

Re-enter in the student’s record and assign that student to the new school.

NOTE: Consult the School Directory at: <http://www.state.nj.us/njded/directory/> for County, District, and School Codes for all Public, Nonpublic, PSSD, and Charter Schools.

- If the school the student is attending cannot be found in the lists above, please contact the Student Transportation Unit to determine if the school should be added to our system.

3. Route Number

Select the identification number assigned to the route this student rides. The route ID must exist in route file unless the route ID is “Nonpublic AIL”, “Charter AIL”, “Choice AIL”, or “CCC”.

NOTES: “AIL” and “CCC” routes must be created in your vendor program only if you are importing from a vendor file (if applicable).

If you manually enter your data into the DRTRS program, do not create any routes named “AIL” or “CCC”. These routes automatically appear in the student file.

Select “**Nonpublic AIL**”, “**Charter AIL**”, or “**Choice AIL**” as the route ID number for Nonpublic, Charter, and Choice school students whose parents receive aid in lieu of transportation.

Select “**CCC**” as the route number for students who receive bus tickets for public transit use.

NOTE: The route numbers AIL Nonpublic, AIL Charter, AIL Choice, and CCC will automatically be listed on the route number menu in the student file.

- **AIL Nonpublic:** the route ID number for any nonpublic school student whose parent receives aid in lieu of transportation.
- **AIL Charter:** the route ID number for any charter school student whose parent receives aid instead of transportation. (This would not be used as a route number for charter school and school choice students.)
- **AIL CHOICE:** the route number for choice school students whose parents receive aid in lieu of transportation. (School choice students may reside outside of the district in which the school choice program is located.) For transportation purposes, these students remain residents of the district in which they reside. Therefore, students attending a Choice School must be reported by the Resident School District, not the Choice School District.)
- **CCC:** the route ID number for students who receive bus tickets for use on public transit.

NOTES: A Choice School is a school designated by the Commissioner of Education as a Choice School, not to be confused with a parent’s choice of a school placement required by No Child Left Behind (NCLB).

For transportation purposes, Choice school students remain residents of the district in which they reside. Therefore, students attending a Choice School must be reported by the Resident School District, not the Choice School District.)

Failure of the Resident School District to report choice school students will adversely affect that district’s State aid entitlement.

4. One-Way Home to School Miles

Enter the shortest one-way distance between the student’s home and the school.

Mileage must be between 0.1 and 99.9 miles (round to the nearest tenth of a mile).

NOTE: The home to school mileage reported for each student shall be measured by the shortest route along public roadways or walkways between the entrance of the student's home nearest such public roadway or walkway and the nearest public entrance of the school which the student attends (NJAC 6A:27-l.2).

NOTE: Do Not Report:

- The bus stop to school mileage.
- The high school to vocational school mileage.
- Students with the same address attending the same school with different mileages.

5. Is this Student Transported Pursuant to Your Hazardous Busing* Policy Question

*A student who is transported for hazardous reasons in accordance with your district's hazardous busing policy pursuant to NJSA 18A:39-1.5.

Select "**Yes**" if the student is transported for hazardous reasons in accordance with your district's hazardous busing policy pursuant to NJSA 18A:39-1.5. Otherwise, select "**No**". (For students with IEPs, select "**No**".)

NOTE: If a student is transported for hazardous reasons and you do not answer "Yes" to the hazardous busing question, it will adversely affect your Transportation Efficiency.

6. Is this Student a Subscription Busing* Participant Question

*A student whose parent/guardian or municipality pays for the provision of non-mandated busing.

Select "**Yes**" if the student's parent/guardian or municipality pays for the provision of non-mandated busing. Otherwise, select "**No**".

NOTE: If a student is a subscription busing participant and you do not answer "Yes" to the subscription busing question, it will adversely affect your Transportation Efficiency.

7. Is Transportation Required by the IEP Question

Select "**Yes**" only if transportation is required by the student's IEP, regardless of mileage (i.e. whether or not the student resides remote from the school). Otherwise, select "**No**".

8. Does the Student's IEP Require any of the following: Wheelchair, an Aide/Nurse, or Extended School Year Question.

Select **"Yes"** only if the student's IEP requires a special transportation need (i.e. a wheelchair, an aide/nurse, or an extended school year). Otherwise, select **"No"**.

NOTES: Select **"Yes"** if:

- A **Wheelchair** is required on the vehicle to accommodate the need of a student you are entering as required by the student's IEP.
- An **Aide/Nurse** is assigned to the student you are entering by that student's IEP. (Not if one is assigned to the route, but not to the student you are entering.)
- An **Extended Year Program** is required by the student's IEP on October 15th.

THE STUDENT FILE COMMON ERRORS

- **If you answered “No” to the IEP question, you will not be able to select any special education options or be given any special education prompts. You will:**
 - Only be able to select PreK-12 as the student’s grade (not S1-S2).
 - Receive an edit if you selected “Private School for Students with Disabilities” in the school menu.
 - Not be able to select “Yes” to the “Is Transportation Required by the IEP” Question for less than remote students.
 - Not be able to select “Yes” to the “Does the Student’s IEP Require any of the following: Wheelchair, an Aide/Nurse, or Extended School Year” Question.
 - **As a result:**
 - If the student is remote from school, transported out of district, and/or has a special transportation need, you will receive regular transportation aid not special education transportation aid.
 - If the student is less than remote from school (but is eligible for transportation by the IEP), you will not receive transportation aid for this student.
 - The vehicle will be counted in the efficiency calculation and may adversely affect your rating.
- **If you answered “Yes” to the IEP question, you will not be able to select any regular education options. You will:**
 - Only be able to select S1-S2 as the student’s grade (not PreK-12).
 - Receive an edit if you selected “Nonpublic School” in the school menu.
 - Be required to answer the “Is Transportation Required by the IEP” Question for less than remote students.
 - Be required to answer the “Does the Student’s IEP Require any of the following: Wheelchair, an Aide/Nurse, or Extended School Year” Question.
- **Avoid duplicate entries**
 - Street address is either typed differently or misspelled (e.g. 26 W. Palisades Ave. vs. 26 West Palisades Av.).

- Student name is slightly misspelled (e.g. O'Brien vs. OBrien or O Brien).
- A rolled up grade level will cause a student who repeated the same grade or changed schools to be duplicated.
- The date of birth field will play a significant role in eliminating duplicate entries.
- **Always report the student's home address and home to school mileage.**
 - **Do Not Report:**
 - The student's address as "PO Box", "High School" or "Babysitter", etc.
 - A street name without an identifying house number.
 - An apartment complex without a street address and apartment number.
 - The bus stop to school mileage.
 - The mileage from the High School to a Vocational School.
 - Students with the same home address attending the same school with different mileage.

NOTES:

CHOICE School

- A Choice School is a school designated by the Commissioner of Education as a Choice School, not to be confused with a parent's choice of a school placement required by No Child Left Behind (NCLB).
- School choice students may reside outside of the district in which the school choice program is located.
- For transportation purposes, these students remain residents of the district in which they reside. Therefore, students attending a Choice School must be reported by the Resident School District, not the Choice School District.

Naples Placement

- A Naples placement is when a classified public school student is placed in a non-public school by the Commissioner or by order of an Administrative Law Judge.
- Naples placement school is school type "7".

- Check the Naples Placement List which is on the sign in page prior to adding a school.

NOTE: Failure of the Resident School District to report choice school students will adversely affect that district's State aid entitlement.

ADDING OTHER SCHOOLS

District Report of Transported Resident Students

New Jersey Department of Education

School Information Entry for Attending Schools Not Listed

School District the School Is Located


Select District

School Name

Street Address of School

City

Telephone Number



New Jersey Department of Education
Student Transportation Unit
100 Riverview Plaza, P.O. Box 500
Trenton, NJ 08625-0500
Tel. (609) 984-5757, FAX: (609) 633-9790

Select "Manage Attending Schools Not Listed"

Note: Prior to adding a new school, make sure the school isn't in the "Naples" drop down menu.

Select "Add School"

Select "School District the School is Located"

Enter

School Name
Street Address of School
City
Telephone Number

Select "Submit" when the required school information is completed.

MANAGING DATA

After uploading the route data file, any rejected records must either be corrected and re-uploaded or entered manually. To view the rejected records, select the link to "Download Error Report" to view errors.

After uploading the student data file, any rejected records must either be corrected and re-uploaded or entered manually. To view the rejected records, select the link to "Download Error Report" to view errors.

Complete the following sections of the DRTRS system:

1. District Profile

[View District Profile](#)

2. Route Level Data

[View Submitted Routes](#)

[Download Submitted Routes](#)

[+ Add Individual Route](#)

[Upload Data File](#)

[Rollup Last Year's Data](#)

3. Student Level Data

[View Submitted Students](#)

[Download Submitted Students](#)

⚠ Other School Info is Needed

There are 2 students who are missing other school information.

[View Students](#)

[Manage Attending Schools Not Listed](#)

⚠ Route Not Found

There are 7 students whose route information cannot be matched to submitted route data.

[View Students](#)

⚠ Attending School is Invalid

There are 2 students whose attending school is not found in our school directory.

[View Students](#)

[+ Add Individual Student](#)

[Upload Data File](#)

[Manage Attending Schools Not Listed](#)

4. Summary Report

[View Summary Report](#)

[Export Summary PDF](#)

⚠ Duplicate Student Record

There are 2 students having possible duplicate records.

[View Students](#)

[Download Report](#)

⚠ Host Route is Invalid

There is 1 route whose route number does not match a host district route.

[View Routes](#)

Student records added by using rolled-up or uploaded data with errors, such as, other schools that are not listed, invalid schools not found in our directory, students not assigned to a valid route listed in the route file, or possible duplicate student records must be corrected before certifying your report.

(03-0040) ZIRILLI
[Home](#)
[Logout](#)
[Help](#)
[Return to Admin](#)

District Report of Transported Resident Students

New Jersey Department of Education

Other School Info is Needed

SID	Last Name	First Name	Address	City	DOB	GR	Route 1	Route 2
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
<input type="checkbox"/>	5127448016	MEEK	KENNETH	7 BOROLINE RD	SADDLE RIVER	11/18/2008	S1	E632

[Delete \(0\)](#)

Select students from the above table by checking the checkbox. Use the school dropdown list below to submit it as the student's Attending School 1 or 2.

Other/School Not Listed

[Attending School 1 \(0\)](#) [Attending School 2 \(0\)](#)

For students assigned to a school with an invalid school code, who need other school information, or possible duplicate student records, select “View Students” to view those students assigned to the invalid school(s), other school(s) not listed in the program, or possible duplicate student records.

NOTE: Open the student record to assign the student to a valid school or to the newly added other school. Select “View Students” to assign multiple students to a school by checking the box next to each applicable student’s name then selecting the school and select “Attending School 1” for a single location and “Attending School 2” only if this student attends a school at more than 1 location.

For students assigned to a invalid route not listed in the route file, select “View Students” to view those students assigned to the invalid route(s).

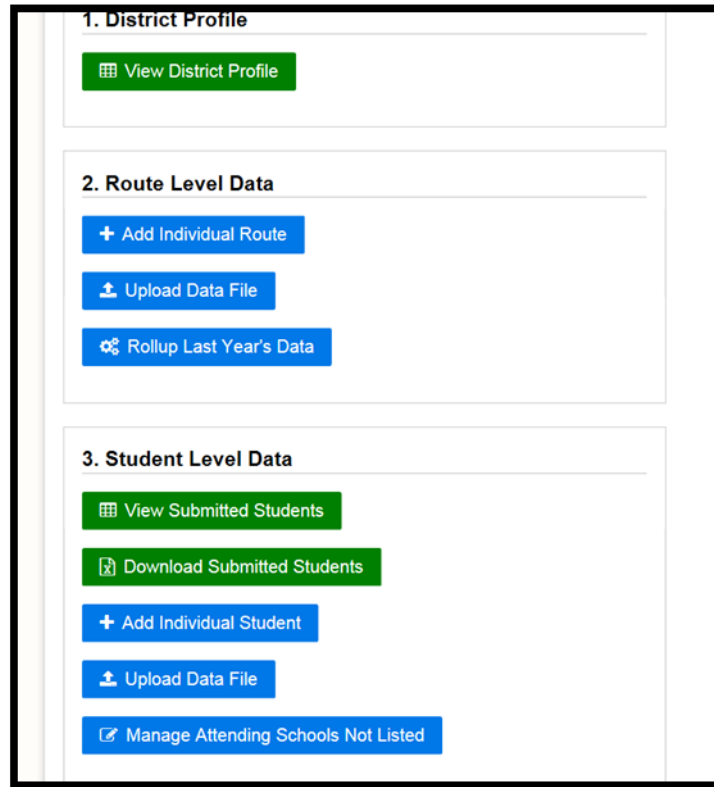
NOTE: Open the student record to assign the student to a valid route listed in the route file.

NOTE: Download the possible duplicate student records report then open the records to view. If the student is a duplicate, delete that student record. If the student is not a duplicate, certify by selecting the link “certify these records as not duplicates”. **This action cannot be undone.**

For routes not matching a route in the Host District’s route file, select “View Routes” to view the routes that do not match a host district route.

NOTE: Contact the Host District and correct the invalid route number with a valid route number and the other associated route information.

VIEWING AND MANAGING ROUTE AND STUDENT DATA



Route Data

To view submitted routes, select the “View Submitted Routes” button under the Route Level Data in the Main Menu.

All of the routes you submitted will appear on the page.

To delete route records, check the box next to the route number(s) and select “Delete” at the bottom of the page.

To download submitted routes in an Excel file, select the “Download Submitted Routes” button under the Route Level Data in the Main Menu.

A dialog box will appear asking you to Open, Save, or Cancel.

Student Data

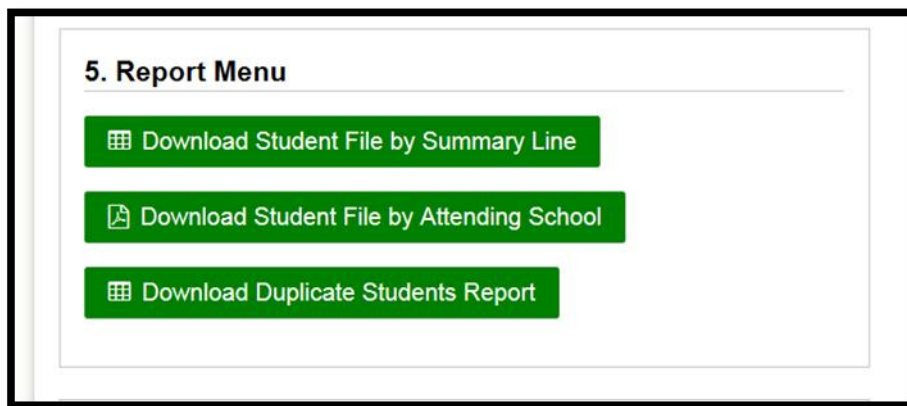
To view submitted students, select the “View Submitted Students” button under the Student Level Data in the Main Menu.

View the list of students by route or find students by the first letter of their last name.

To delete student records, check the box next to the student SID number(s) and select “Delete” at the bottom of the page. You may have to delete from the student record directly by clicking on the record and select delete.

To download submitted students in an Excel file, select the “Download Submitted Students” button under the Student Level Data in the Main Menu.

A dialog box will appear asking you to Open, Save, or Cancel.



Reports Menu

To view a report of students sorted by line number of the DRTRS District Summary Report, select “Download Student File by Summary Line” button under the Report Menu in the Main Menu.

Sort or filter on the last column of the Excel spreadsheet to find students by line number of the DRTRS District Summary Report.

To view a report of students by Attending School, select “Download Student File by Attending School” button under the Report Menu in the Main Menu.

This PDF report displays a list of students by attending school and is only available after your report is certified.

To view a report of possible duplicate student records, select “Download Duplicate Students Report” button under the Report Menu in the Main Menu.

This report displays possible duplicate student records.

DRTRS SUMMARY REPORT

The screenshot displays a web interface with four distinct sections, each containing a button:

- 4. Summary Report**: Contains two buttons: "View Summary Report" (with a grid icon) and "Export Summary PDF" (with a PDF icon).
- 5. Report Menu**: Contains three buttons: "Download Student File by Summary Line" (with a grid icon), "Download Student File by Attending School" (with a PDF icon), and "Download Duplicate Students Report" (with a grid icon).
- 6. Contact Information**: Contains one button: "View Contact Information" (with a grid icon).
- 7. Certification**: Contains one button: "View Certification" (with a gear icon).

To view the DRTRS Summary Report, select “View Summary Report” from the main menu.

To export the DRTRS Summary Report to a PDF file, select “Export Summary PDF”. Save the PDF file to a location on your computer.

NOTE: To return to the DRTRS Program, use the back browser button.

NOTE: An easy way to verify your data is accurate is to match the downloaded student data 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.

REPORT MENU

The screenshot displays a web interface titled "REPORT MENU" with a black border. It contains several sections of buttons:

- Top Section:** Two green buttons: "View Summary Report" (with a grid icon) and "Export Summary PDF" (with a PDF icon).
- Section 5: Report Menu:** A section header followed by three green buttons: "Download Student File by Summary Line" (with a grid icon), "Download Student File by Attending School" (with a PDF icon), and "Download Duplicate Students Report" (with a grid icon).
- Section 6: Contact Information:** A section header followed by one blue button: "+ Add Contact Information" (with a plus icon).
- Section 7: Certification:** A section header followed by one blue button: "Certify & Finalize Data Submission" (with a gear icon).

Reports can be used to audit your DRTRS data and check duplicate student records:

To view the Student File in an Excel format, select “Download Student File by Summary Line”. This report includes a column with the DRTRS Summary line number (Column T). Filter or sort on the Line Number Column to count and verify the students on each line of the DRTRS Summary Report. Share-time students will be designated by the summary line number underscore 0.5 (e.g. A2_0.5) unless the students are walkers or are transported as a courtesy. That student will be A2.

To view the Student File in a PDF format, select “Download Student File by Attending School”. This report includes a list of all students by attending school. (Note: this report can be accessed only after the DRTRS program is locked.) Share-time students will be listed at the end of each school roster and include a “Y” in the Half-Day Programs Field.

ADDING CONTACT INFORMATION

District Report of Transported Resident Students

New Jersey Department of Education

Contact Information

Please provide contact information for the individual responsible for transportation data.

First Name

Last Name

Title

Telephone Number and Extension

For example, 609-555-1212 ext 123

Email

To add contact information, select “Add Contact Information” from the main menu.

Provide the contact information for the individual responsible for the submitted transportation data.

Select “Submit” after completing this section.

PASSING FINAL EDITS

Complete the following sections of the DRTRS system:

1. District Profile

[View District Profile](#)

2. Route Level Data

[View Submitted Routes](#)

[Download Submitted Routes](#)

[+ Add Individual Route](#)

[Upload Data File](#)

[Rollup Last Year's Data](#)

3. Student Level Data

[View Submitted Students](#)

[Download Submitted Students](#)

4. Summary Report

[View Summary Report](#)

[Export Summary PDF](#)

⚠ Other School Info is Needed

There are 2 students who are missing other school information.

[View Students](#)

[Manage Attending Schools Not Listed](#)

⚠ Route Not Found

There are 7 students whose route information cannot be matched to submitted route data.

[View Students](#)

⚠ Attending School is Invalid

There are 2 students whose attending school is not found in our school directory.

[View Students](#)

[+ Add Individual Student](#)

[Upload Data File](#)

[Manage Attending Schools Not Listed](#)

⚠ Duplicate Student Record

There are 2 students having possible duplicate records.

[View Students](#)

[Download Report](#)

⚠ Host Route is Invalid

There is 1 route whose route number does not match a host district route.

[View Routes](#)

Before you can certify your submitted data, all errors must be corrected.

For students assigned to a school with an invalid school code or who need other school information, open the student record and assign the student to a valid school or to a newly added other school.

For students assigned to an invalid route not listed in the route file, open the student record and assign the student to a valid route listed in the route file.

For possible duplicate students, download the duplicate students report and view students to either delete the duplicate student records or certify these student records as not duplicates.

For routes not matching a route in the Host District's route file, contact the Host District and correct the invalid route number with a valid route number along with any associated route information.

CERTIFICATION

Certification

The submitted data has passed all certification level validations. You may proceed to certify and finalize your report.

By clicking the Certify & Finalize button, you certify that the information contained in the District Report of Transported Resident Students (DRTRS) is accurate and represents the true condition of this district.

Contact information for individual authorized by the board of education to provide certification:

First Name

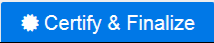
Last Name

Title

Telephone Number and Extension

For example, 609-555-1212 ext 123

Email

 Certify & Finalize

To certify that the submitted information is accurate, select “Certify and Finalize Data Submission” from the main menu.

Provide the contact information for the authorized School District Administrator certifying that the submitted data is accurate.

Prior to finalization, check the previous DRTRS to assure the current totals are within range. For example, if the previous DRTRS reflects 40 Special Education Students and the current DRTRS reflects 5 students there is possibly an error in reporting.

Note: Save and/or print the summary report and supporting files for future reference.

Select “Certify and Finalize” after completing this section.

District Report of Transported Resident Students

New Jersey Department of Education

Certification

The District Report of Transported Resident Students (DRTRS) was certified on October 3, 2014 at 02:13 PM.

District County	ATLANTIC
District Name	Absecon Public Schools

First Name	r
Last Name	r
Title	z
Phone Number	5678908
Email	rz@ms.com

Undo Certification

If you must make corrections after completing the certification section, select “View Certification” from the main menu and select “Undo Certification”.

After making corrections, you must re-certify according to the instructions above.

The county office must receive an electronic PDF version of your district’s DRTRS Summary Report by November 23, 2023.

NOTE: Please provide an updated DRTRS PDF version Summary Report to the county office EACH TIME the DRTRS is un-certified and re-certified.