ODE EMIS MANUAL

Section 2.21:
Student Transportation (FP) Record

Ohio | Department of Education

EMiS
Education Management Information System

Version 2.5
July 1, 2021

REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through underlined blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
2.5	7/1/21	FY22	NA	Posted for FY22.
2.4	7/1/20	FY21	NA	Posted for FY21.
2.3	6/30/20	FY20	NA	Posted for FY20.
2.2	7/5/18	FY19	NA	Posted for FY19.
2.1	12/28/17	FY18		No FY18 changes.
2.0	7/13/17	FY17	NA	No FY17 changes.
1.1	2/22/16	FY16		Added Coming Changes section.

COMING CHANGES

The EMIS Manual is a living document, and each fiscal year's version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate EMIS Changes webpage.

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2.21 STUDENT TRANSPORTATION (FP) RECORD

Required Collection Requests

The Student Transportation (FP) Record is to be collected for the SOES Beginning and End of Year Student (S) Collection Requests from the entities that transport students.

General Guidelines

A Student Transportation (FP) Record is transportation data at the student level that includes a flag indicating whether or not the student is transported, the distance the student is transported, and the days that the student is transported by the community/STEM school. This information is to be reported based on the first full week of October.

☼ *Day Transported*

Monday Transported

Record Field Number	FP080
Definition	Indicator if student was or was not transported on the Monday of the first full week in October.

Tuesday Transported

Record Field Number	FP090
Definition	Indicator if student was or was not transported on the Tuesday of the first full week in October.

Wednesday Transported

Record Field Number	FP100
Definition	Indicator if student was or was not transported on the Wednesday of the first full week in October.

Thursday Transported

Record Field Number	FP110
Definition	Indicator if student was or was not transported on the Thursday of the first full week in October.

Friday Transported

Record Field Number	FP120
Definition	Indicator if student was or was not transported on the Friday of the first full week in October.

Valid Options

Y   Yes, student was transported this day.
N   No, student was not transported this day.

☼ *Distance Transported*

Record Field Number	FP070
Definition	The distance that the student was transported from residence to school building.

Valid Options
    **   Student not transported
    L1   Less than 1 mile
    M1   More than 1 mile but less than 1.5 miles
    L2   Between 1.5 and 2 miles, inclusive
    M2   More than 2 miles

☼ *EMIS Student ID Number*

Record Field Number	FP060
Definition	The locally determined EMIS student ID.

Valid Options
Nine-digit ID used by the school district

Reporting Instructions. The EMIS ID is the district-determined number that is used by districts for student tracking. This number uniquely identifies each student within the district. The school district is responsible for assigning this number. The EMIS Student ID Number is for local use only and is not submitted to ODE.

Districts should not eliminate this number from their systems with the implementation of the SSID. The SSID is used for EMIS reporting purposes.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Student Transportation (FP) Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID	FP060

2.21 STUDENT TRANSPORTATION (FP) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
FP010	9-10	Sort Type	PIC X(2)
		Always "FP"	
	11	Filler	PIC X
FP020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
FP030	16	Data Set	PIC X
		S – Student	
FP050	17-22	District IRN	PIC X(6)
FP060	23-31	EMIS Student ID Number	PIC X(9)
FP070	32-33	Distance Transported Code	PIC X(2)
FP080	34	Monday Transported	PIC X
FP090	35	Tuesday Transported	PIC X
FP100	36	Wednesday Transported	PIC X
FP110	37	Thursday Transported	PIC X
FP120	38	Friday Transported	PIC X