ODE EMIS Manual

Section 2.21:
Student Transportation Record (FP)

Ohio | Department of Education

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REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description

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2.21 STUDENT TRANSPORTATION RECORD

Required Collection Requests

The Student Transportation Record is to be collected only for the Community/STEM School First Collection Request from the entities that transport students.

General Guidelines

A Student Transportation Record is transportation data at the student level that including a flag telling whether or not the student is transported, the distance and days (first full week in October) that the student is transported by the Community/STEM School. The record is only required for students transported on one or more days, but may be reported for all students in the school.

☼ *Distance Transported Element*

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 one mile
M1	More than one mile but less than one and a half miles
L2	Between one and a half and two miles, inclusive
M2	More than two miles

☼ *EMIS Student ID Number Element*

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.

☼ *Monday Transported Element*

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

Valid Options
Y   Yes, student was transported this day.

N   No, student was not transported this day.

☼ *Tuesday Transported Element*

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

Valid Options
Y   Yes, student was transported this day.

N   No, student was not transported this day.

☼ *Wednesday Transported Element*

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

Valid Options
Y   Yes, student was transported this day.

N   No, student was not transported this day.

☼ *Thursday Transported Element*

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

Valid Options
Y   Yes, student was transported this day.

N   No, student was not transported this day.

☼ *Friday Transported Element*

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.

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 Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID	FP060

2.21 STUDENT TRANSPORTATION RECORD (FP) 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., 2015 (CCYY)	PIC X(4)
FP030	16	Reporting Period	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