



Form T-1S Instructions

Report Deadline: July 1

(Revised 6/04)

SPECIAL NOTICE EFFECTIVE FY 04 (03-04 school year): Beginning with FY04, all transportation data will be entered through the School Finance Payment System. This is a secure electronic system that is accessed by schools through the internet, and which allows direct entry of data with digital signatures. Although forms are being provided via the ODE Transportation website for data collection, these forms WILL NOT be submitted as in the past. All data must be entered and transmitted electronically.

PURPOSE

Form T-1S is provided for use by school district superintendents in reporting to the State Department of Education the number of additional miles traveled by the district to provide required transportation services to approved nonpublic, community, or vocational schools on days public schools are not in session.

GENERAL INSTRUCTIONS

The ODE web-based report system will be used to report the data in this report. Users are required to have SAFE account access and an appropriate OEDS role to be able access the system. After logging into the ODE secure web system, the T-1S report can be located under the SFPS Transportation menu.

A worksheet is provided on the ODE Pupil Transportation web site for each district's use in preparing their data prior to electronic reporting and submission.

DETAILED INSTRUCTIONS

For each date that a public school is closed, but provides transportation service to nonpublic, community and/or vocational schools as required under law, the public school should collect the following information:

- Date of service
- School name service provided to (including IRN)
- Total daily miles traveled for service to that school

When routes are combined for multiple schools, each mile traveled may only be reported once-mileage must be prorated for each school being serviced on a combined route.

Upon logging in to the T-1S entry screen, entry of the data will occur as follows:

- Enter the IRN of the school being served. The system will then display the name of the school and type of school.
- Enter the individual dates of service. The system will calculate the total number of days service is provided.
- Enter the total number of miles traveled for that particular school. (Add up daily miles and report a total)
- Enter the number of miles in the appropriate column, based upon the type of service being provided.

REPORT COMPLETION

Data validation: The data entered will be compared to your previous year's report by an audit program. We strongly advise you to run the audit report when your data entry is complete to view the variances from previous year data, and to view discrepancies with your current fiscal year ridership data. ODE staff will also review these reports, and exceptions as reported may result in contact being made with district staff.

Final report: Districts may print out a report of all data submitted. The data as reported will remain available for printing at a future date, even after acceptance by ODE.

Signature and submission: The T-1S must be digitally signed by the district superintendent and treasurer. Signature by the transportation administrator is optional. Following signature, a SUBMIT button will be displayed that must be selected to make the data available to ODE.

Report Status: The official status of your report will be shown on this screen as follows:

- SAVED: Report has been opened, and data has been entered. The data is saved, and can be changed as needed by the district.
- SIGNED: The report has been signed by at least one of the required signers. Reports in signed status cannot be changed, unless the report is "UNSIGNED" by the district.
- SUBMITTED: The report has been submitted to ODE. The report can no longer be unsigned or changed by the district.
- HOLD: The report has been reviewed by ODE, and placed on HOLD. Reports on HOLD status can be unsigned, which will allow data to be changed.
- APPROVED: The report has been approved by ODE, and is considered final.