

**INSTRUCTIONS FOR COMPLETING THE
RESIDENT PUPILS TRANSPORTED WORKSHEET
(APPENDIX A)**

The Resident Pupils Transported Worksheet is located on the local education agency’s homepage in the Pupil Transportation Claim Reimbursement System (PTCRS) under the “Worksheets” heading. The worksheet is in Excel format. The user may enter data online; however, **the data is not saved in PTCRS. Once the user has completed entering data in the worksheet, the user must print a copy of each worksheet.** A district-designed database may be used, but must include the same information as The Resident Pupil Transported Worksheet form.

See **Appendix G** for further instructions on how to report **regular education pre-kindergarten** pupils on the Pupil Transportation Reimbursement Claim.

Enter the name of each **K-12 public school pupil, K-12 non-public school pupil, and prekindergarten pupil who is assigned to a regular route (not an exclusive pre-k route) at any time during the regular term AND** the total number of days each pupil is enrolled for pupil transportation services.

Retain this worksheet in the district for audit purposes.

Enter one pupil per row:

Column 1 Pupil’s Last Name, First, Middle Initial

Insert the name of the pupil.

Column 2 K-12 Public School Pupil Residing 1.5 Miles or More From Their Assigned Attendance Center

Enter an “X” in this column if the public school pupil resides 1.5 miles or more from their assigned attendance center. After all pupils are recorded, this column total should be reported on Line 1(a) of the claim.

Column 3 K-12 Public School Pupil Residing Less Than 1.5 Miles from Their Assigned Attendance Center WITHOUT an Approved Serious Safety Hazard

Enter an “X” in this column if the public school pupil resides less than 1.5 miles from their assigned attendance center WITHOUT an approved serious safety hazard. After all pupils are recorded, this column should be reported on Line 1(b) of the claim.

Column 4 K-12 Public School Pupils Residing Less than 1.5 Miles from Their Assigned Attendance Center WITH an Approved Serious Safety Hazard

Enter an “X” in this column if the public school pupil resides less than 1.5 miles from their assigned attendance center WITH an approved serious safety hazard. After all pupils are recorded, this column total should be reported on Line 1(c) of the claim.

Column 5 K-12 Non-Public School Pupils Residing More Than 1.5 Miles from Their Assigned Attendance Center

Enter an “X” in this column if the non-public school pupil resides more than 1.5 miles from their assigned attendance center. After all pupils are recorded, this column total should be reported on Line 2(a) of the claim.

Column 6 K-12 Non-Public School Pupils Residing Less than 1.5 Miles from Their Assigned Attendance Center WITHOUT an Approved Serious Safety Hazard

Enter an “X” in this column if the **non-public** school pupil resides **less than 1.5 miles from their assigned attendance center WITHOUT** an approved serious safety hazard. After all pupils are recorded, this column total should be reported on Line 2(b) of the claim.

Column 7 K-12 Non-Public School Pupils Residing Less than 1.5 Miles from Their Assigned Attendance Center WITH an Approved Serious Safety Hazard

Enter an “X” in this column if the **non-public** school pupil resides **less than 1.5 miles from their assigned attendance center WITH** an approved serious safety hazard. After all pupils are recorded, this column total should be reported on Line 2(c) of the claim.

Column 8 Regular Pre-Kindergarten Pupils (non-Exclusive Route) Residing 1.5 miles or More from Their Assigned Attendance Center.

Enter an “X” in this column if the **regular education Pre-k pupil** resides **1.5 miles or more** from their assigned attendance center. After all pupils are recorded, this column total should be reported on Line 3(a) of the claim.

Column 9 Regular Pre-Kindergarten Pupils (non-Exclusive Route) Residing Less Than 1.5 Miles from Their Assigned Attendance Center without an Approved Serious Safety Hazard

Enter an “X” in this column if the **regular education Pre-k pupil** resides **less than 1.5 miles from their assigned attendance center WITHOUT** an approved serious safety hazard. After all pupils are recorded, this column total should be reported on line 3(b) of the claim.

Column 10 Regular Pre-Kindergarten Pupils (non-Exclusive Route) Residing Less Than 1.5 Miles from Their Assigned Attendance Center with an Approved Serious Safety Hazard

Enter an “X” in this column if the **regular education Pre-k pupil** resides **less than 1.5 miles from their assigned attendance center WITH** an approved serious safety hazard. After all pupils are recorded, this column total should be reported on line 3(c) of the claim.

All other regular education Pre-k pupils enrolled to be transported not included above, should be reported on line 3(e). Do not enter the headcount on Line 3(a), 3(b), or 3 (c) if the pre-kindergarten pupils are assigned to an EXCLUSIVE pre-kindergarten route.

Column 11 Days Enrolled for Pupils Transported 1½ Miles or More

Enter in this column the total number of **days enrolled** for any public, non-public or pre-k (non-exclusive route) pupil who reside **1½ miles or more** from their assigned attendance center and are enrolled to receive regular pupil transportation services on a regular route. NOTE: If the regular education pupil is not enrolled for the entire school year, enter only the number of the actual enrollment days (i.e., assuming there is 174 school calendar days, the pupil enrolls in school on January 1, only enter 87 days in Column 11).

NOTE: EXCLUDE shuttling services to special education and/or vocational education attendance centers, but INCLUDE vocational shuttles less than 1½ miles because they are counted as regular transportation.

After all pupils are recorded on this worksheet, the Total from Column 11 should be summed with the total from Column 6 of the Reimbursable Curriculum Related Field Trips Worksheet and entered on Line 5a (Days for Pre-k – Grade 12 Pupils Residing 1½ Miles or More) of the Pupil Transportation Reimbursement Claim Pupil Head Count webpage.

Column 12 Days Enrolled for Pupils Transported Less Than 1 ½ Miles WITHOUT an Approved Serious Safety Hazard

Enter in this column the total number of **days enrolled** for any public, non-public or pre-k (non-exclusive route) pupil who reside **less than 1½ miles from their assigned attendance center WITHOUT** an approved serious safety hazard and are enrolled to receive regular pupil transportation services on a regular route. NOTE: If the regular education pupil is not enrolled for the entire school year, enter only the number **of the actual enrollment days** (i.e., assuming there is 174 school calendar days, the pupil enrolls in school on January 1, only enter 87 days in Column 12).

NOTE: EXCLUDE shuttling services to special education and/or vocational education attendance centers, but INCLUDE vocational shuttles less than 1½ miles because they are counted as regular transportation.

After all pupils are recorded, enter the Total of Column 12 on Line 5b - Days for Pre-K-12 Pupils Residing Less Than 1.5 Miles from School WITHOUT an Approved Serious Safety Hazard on the Pupil Transportation Reimbursement Claim **Pupil Head Count Webpage.**

Column 13 Days Enrolled for Pupils Transported Less Than 1½ Miles WITH an Approved Serious Safety Hazard

Enter in this column the total number of **days enrolled** for any public, non-public or pre-k (non-exclusive route) pupil who reside **less than one and one-half miles from their assigned attendance center WITH an approved Serious Safety Hazard** was and are enrolled to receive regular pupil transportation services on a regular route. NOTE: If the regular education pupil is not enrolled for the entire school year, enter only the number **of the actual enrollment days** (i.e., assuming there is 174 school calendar days, the pupil enrolls in school on January 1, only enter 87 days in Column 13).

After all pupils are recorded, enter the Total of Column 13 on Line 5c - Days for Pre-k– 12 Pupils residing less than 1½ Miles with an approved Serious Safety Hazard) on the Pupil Transportation Reimbursement Claim **Pupil Head Count webpage.**

IMPORTANT NOTE: Article 5/29-3 requires the school board to annually review all serious safety hazards approved the Illinois Department of Transportation to verify that the hazardous conditions remain unchanged. HB 3680, Public Act 94-0439 requires the school board to annually review the hazardous conditions, **but no longer requires the school board to send a copy of the resolution to the State Superintendent of Education.** However, those resolutions should remain on file in the district for audit purposes.