

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

The Resident Student 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 Student Transported Worksheet form.

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

Enter the name of each K-12 public school student, K-12 non-public school student, and prekindergarten student who is assigned to a regular route (**and an exclusive pre-k route 3(f)**) at any time during the regular term AND the total number of days each student is enrolled for student transportation services.

Retain this worksheet in the district for audit purposes.

Enter one student per row and check only one category 1a through 3f per student.

- Column 1** Enter the Student’s Name (Last, First)

- Column 2** K-12 Public School Student Residing 1.5 Miles or More from Their Assigned Attendance Center. Enter an “X” in this column for each appropriate student and report the column total on Line 1(a) of the claim.

- Column 3** K-12 Public School Student Residing Less Than 1.5 Miles from Their Assigned Attendance Center WITHOUT an Approved Vehicular Safety Hazard (VSH) and or Approved Criminal Gang Activity Safety Hazard (CGASH). Enter an “X” in this column for each appropriate student and report the column total on Line 1(b) of the claim.

- Column 4** K-12 Public School Students Residing Less than 1.5 Miles from Their Assigned Attendance Center WITH an Approved Vehicular Safety Hazard. Enter an “X” in this column for each appropriate student and report the column total on Line 1(c) of the claim. **Note: If you have a student approved for both hazards they can only be checked once in either column 4 or 5 of this worksheet.**

- Column 5** K-12 Public School Students Residing Less than 1.5 Miles from Their Assigned Attendance Center WITH an Approved Criminal Gang Activity Safety Hazard. Enter an “X” in this column for each appropriate student and report the column total on Line 1(d) of the claim. **Note: If you have a student approved for both hazards they can only be checked once in either column 4 or 5 of this worksheet.**

- Column 6** K-12 Non-Public School Students Residing 1.5 Miles or More from Their Assigned Attendance Center. Enter an “X” in this column for each appropriate student and report the column total on Line 2(a) of the claim.
- Column 7** K-12 Non-Public School Students Residing Less than 1.5 Miles from Their Assigned Attendance Center WITHOUT an Approved Vehicular Safety Hazard and or Criminal Gang Activity Safety Hazard. Enter an “X” in this column for each appropriate student and report the column total on Line 2(b) of the claim.
- Column 8 K-12 Non-Public School Students Residing Less than 1.5 Miles from Their Assigned Attendance Center WITH an Approved Vehicular Safety Hazard. Enter an “X” in this column for each appropriate student and report the column total on Line 2(c) of the claim. **Note: If you have a student approved for both hazards they can only be checked once in either column 8 or 9 of this worksheet.**
- Column 9 K-12 Non-Public School Students Residing Less than 1.5 Miles from Their Assigned Attendance Center WITH an Approved Criminal Gang Activity Safety Hazard. Enter an “X” in this column for each appropriate student and report the column total on Line 2(d) of the claim. **Note: If you have a student approved for both hazards they can only be checked once in either column 8 or 9 of this worksheet.**
- Column 10** Regular Pre-Kindergarten Students (Non-Exclusive Route) Residing 1.5 Miles or More from Their Assigned Attendance Center. Enter an “X” in this column for each appropriate student and report the column total on Line 3(a) of the claim.
- Column 11** Regular Pre-Kindergarten Students (Non-Exclusive Route) Residing Less Than 1.5 Miles from Their Assigned Attendance Center WITHOUT an Approved Vehicular Safety Hazard and or Criminal Gang Activity Safety Hazard. Enter an “X” in this column for each appropriate student and report the column total on Line 3(b) of the claim.
- Column 12** Regular Pre-Kindergarten Students (Non-Exclusive Route) Residing less than 1.5 Miles from Their Assigned Attendance Center WITH an Approved Vehicular Safety Hazard. Enter an “X” in this column for each appropriate student and report the column total on Line 3(c) of the claim. **Note: If you have a student approved for both hazards they can only be checked once in either column 12 or 13 of this worksheet.**
- Column 13** Regular Pre-Kindergarten Students (Non-Exclusive Route) Residing less than 1.5 Miles from Their Assigned Attendance Center WITH an Approved Criminal Gang Activity Safety Hazard. Enter an “X” in this column for each appropriate student and report the column total on Line 3(d) of the claim. **Note: If you have a student approved for both hazards they can only be checked once in either column 12 or 13 of this worksheet.**

After all Regular Pre-Kindergarten (Non-Exclusive Route) Students are recorded on 3(a)-(d) the total will be summed on Line 3(e).

Column 14 Regular Pre-Kindergarten Students enrolled to be transported on an EXCLUSIVE Pre-Kindergarten Route. Enter an “X” in this column for each appropriate student and report the column total on Line 3(f) of the claim.

Do not enter the headcount on Line 3(a), 3(b), 3(c), or 3(d) if the pre-kindergarten students are assigned to an EXCLUSIVE pre-kindergarten route.

Line 3(g) will be the sum of the number of Pre-K students enrolled for transportation on a regular and exclusive route.

Column 15 **Days Enrolled for Students Transported 1.5 Miles or More**

Enter in this column the total number of days enrolled for any public, non-public or pre-k (non-exclusive route) students who reside 1.5 miles or more from their assigned attendance center and are enrolled to receive regular student transportation services on a regular route.

NOTE: If the regular education student 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 student enrolls in school on January 1, only enter 87 days in Column 15).

EXCLUDE shuttling services to special education and/or vocational education attendance centers, but **INCLUDE** vocational shuttles less than 1.5 miles because they are counted as regular transportation.

After all students are recorded on this worksheet, the Total from Column 15 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 Students Residing 1.5 Miles or More) of the Pupil Transportation Reimbursement Claim Pupil Head Count webpage.

Column 16 Days Enrolled for Students Transported Less Than 1.5 Miles WITHOUT an Approved Vehicular Safety Hazard and or a Criminal Gang Activity Safety Hazard

Enter in this column the total number of days enrolled for any public, non-public or pre-k (non-exclusive route) student who reside less than 1.5 miles from their assigned attendance center WITHOUT an approved vehicular safety hazard and or a criminal gang activity safety hazard and are enrolled to receive regular student transportation services on a regular route.

NOTE: If the regular education student 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 student enrolls in school on January 1, only enter 87 days in Column 16).

EXCLUDE shuttling services to special education and/or vocational education attendance centers, but **INCLUDE** vocational shuttles less than 1.5 miles because they are counted as regular transportation.

After all students are recorded, enter the Total of Column 16 on Line 5(b) Days for Pre-K-12 Students Residing Less Than 1.5 Miles from School WITHOUT an Approved Vehicular Safety Hazard and or Criminal Gang Activity Safety Hazard on the Pupil Transportation Reimbursement Claim Pupil Head Count Webpage.

Column 17 Days Enrolled for Students Transported Less Than 1.5 Miles WITH an Approved Vehicular Safety Hazard

Enter in this column the total number of days enrolled for any public, non-public or pre-k (non-exclusive route) student who reside less than 1.5 miles from their assigned attendance center WITH an approved Vehicular Safety Hazard and are enrolled to receive regular student transportation services on a regular route.

NOTE: If the regular education student 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 student enrolls in school on January 1, only enter 87 days in Column 17).

After all students are recorded, enter the Total of Column 17 on Line 5(c) - Days for Pre-k- 12 Students residing less than 1.5 Miles with an approved Vehicular Safety Hazard on the Pupil Transportation Reimbursement Claim Pupil Head Count webpage.

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.

Column 18 Days Enrolled for Students Transported Less Than 1.5 Miles WITH an Approved Criminal Gang Activity Safety Hazard

Enter in this column the total number of days enrolled for any public, non-public or pre-k (non-exclusive route) student who reside less than 1.5 miles from their assigned attendance center WITH an approved Criminal Gang Activity Safety Hazard and are enrolled to receive regular student transportation services on a regular route.

NOTE: If the regular education student 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 student enrolls in school on January 1, only enter 87 days in Column 18).

After all students are recorded, enter the Total of Column 18 on Line 5(d) - Days for Pre-k– 12 Students residing less than 1.5 Miles with an approved Criminal Gang Activity Safety Hazard on the Pupil Transportation Reimbursement Claim Pupil Head Count webpage.

IMPORTANT NOTE: [Public Act 100-1142](#) effective Nov. 30, 2018, amended Article 29 Transportation, Section 29-3 Transportation in School Districts. The new law provides that each school board may provide free transportation for any student who resides within 1 1/2 miles of the school attended where conditions are such that walking, either to or from the school to which the student is assigned for attendance or to or from a pickup point or bus stop, constitutes a serious hazard to the safety of the pupil due to a course or pattern of criminal activity, as defined in Section 10 of the Illinois Street Gang Terrorism Omnibus Prevention Act. School Boards are required annually to review all serious gang activity hazardous conditions with local law enforcement to verify they have not changed and submit a renewal for an approval or disapproval from ISBE. Board resolutions should remain in the districts office for audit purposes.