

**Pupil Transportation (PI-1547 and PI-1547-SS) Reporting
for Independent Charter Schools**
Revised November 4, 2022

Independent Charter Schools that provide free pupil transportation in the 2022-23 school year may submit their ridership data and then receive Pupil Transportation Aid during the 2023-24 school year. The ridership data for “Regular School Year” will be entered in the Pupil Transportation (PI-1547) Portal. **The PI-1547 Portal will open on June 9, 2023 and close on July 14, 2023.** Contact DPIFIN@dpi.wi.gov regarding any related questions.

Independent Charter Schools that provided free pupil transportation for summer school during the summer of 2022 or interim sessions not yet reported may submit ridership data and receive Pupil Transportation aid during the 2023-24 school year. Ridership data for “Summer-Interim Sessions” is entered in the Summer-Interim Transportation (PI-1547-SS) Portal. The PI-1547-SS Portal opened August 15, 2022 and closed September 30, 2022.

There are two key components in determining if a student is to be included for pupil transportation aid. (a) Distances are measured from the pupil’s residence to the school of attendance following the shortest commonly-traveled route and (c) actual usage of the transportation service at least once. Once an eligible, enrolled student establishes usage – even if it is not every day – they are eligible to be counted for transportation aid.

To start the process, please proceed to the School Financial Services home page at <https://dpi.wi.gov/sfs> and under **Reporting to SFS** select **School Finance Reporting Portals**. On the next webpage select the first option **Log In to View or Submit Data**. Enter your “ID” and “Password” in the box provided, then select the name of your school from the alphabetical list. When you have reached your school’s page, select **Non-Financial Data** from the left panel. The **Pupil Transportation (PI-1547)** Portal and the **Pupil Transportation – Summer-Interim (PI-1547-SS)** will be found in the right column.

The PI-1547 Portal will collect the ridership data for the past school year. The PI-1547-SS will collect the ridership data for summer-interim sessions in the previous summer and interim sessions not yet reported. This data will be used to determine the distribution of the allocated pupil transportation aid funds during the 2023-24 school year. A few of the features:

- On the **Pupil Transportation** page, you will find several links that can assist you in learning about pupil transportation aid.
 - Independent Charter Schools will have the ability to review past data simply by selecting the specific school year.
 - The link to the Transportation Aid Worksheet remains available within the third bullet from the bottom of this page. This worksheet can be used to collect the ridership and calculate the Independent Charter School’s transportation aid eligibility.

- After you select 2022-2023, you will advance to the login screen. If you are new to this report, see the [PI-1500 Contacts](#) link in the left-hand column for assistance.
- **Pupils Transported to Summer School** page is your next stop. The previously entered data will be displayed.
 - If no data is displayed please follow the directions found in the second statement.
 - “If you have not already completed the PI-1547-SS, please exit this report and complete that report first as the data will be used later in this report.”
 - This will require a direct contact with Kathy Fry to arrange for the PI-1547SS (Pupil Transportation Summer) portal to be opened.
 - Kathleen.Fry@dpi.wi.gov
- **Pupils Transported during the Regular School Year** is your next stop.
 - The cursor is in place to start entering your data. Use the “**tab**” key to advance from cell to cell. It will advance you through each data cell for possible data entry.
 - If you see this statement at the bottom of the chart. * **The categories for 0-2 miles (hazardous) have been disabled because the district does not have a hazardous plan filed with DPI.**
 - When you attempt to enter a value it will not be recorded, “Tab” through these cells.
 - Independent Charter Schools that recently submitted Unusually Hazardous Transportation (UHT) plans may need to edit their report after the plan has been formally approved.
 - To learn more about Unusually Hazardous Transportation (UHT) plans, please review the “**Transportation to Public Schools**” <https://dpi.wi.gov/sms/transportation/hazardous-transportation> website or contact **Kathy Fry, School Administration Consultant, DPI, 608-224-5343, Kathleen.fry@dpi.wi.gov**.
 - If the “**Enter**” key is used, you will move next page.
 - You may use your mouse to move between data cells if you will be entering data in only a few of the cells.
 - Use the “**Enter**” key to advance to the next page.
- **Pupils Transported to Vocational School** page is next.
 - Few school districts will enter data on this page. If you are one, follow the same process as listed above.
 - If no data will be entered. Use the “**Enter**” key to advance to the next page.
- **Multi-Year Data Comparison – Reasonability Check** page provides you with an opportunity to compare your “Regular School Year” data with the previous three years of data.
- **Vocational Multi-Year Data Comparison – Reasonability Check** provides you with an opportunity to compare your “Regular School Year” data with the previous three years of data if you have transported students to a vocational school.
- **Miscellaneous** page has two questions to be answered by the Independent Charter School.
 - Each question may generate a response based on the answer selected.
 - Were the pupils charged fees for the transportation?

- Have all Special Education pupils that were transported in the same manner as non-Special Education pupils been included?
- The Portal will compare your new data with last year's data and if it has changed by 10% or more in any mileage category an **Explanation of 10% variance** page will require a response.
 - A narrative answer is required for each question.
 - If this is first year of data entry for Independent Charter School, please enter "year 1 data"
- **Ready to Submit to DPI?** is the next page.
 - By clicking on the "Submit" button the data entries made will be submitted to DPI.
- The next page, **Data Entry Complete** indicates the report has been submitted.
 - In the yellow box you'll see a link to the **certification page**.
- The **certification page** is explained in the first sentence.
 - All of your most recent data is visible on this page.
 - Independent Charter schools will need to have signatures of at least two different individuals besides the individual who completed the report.
- In the upper right is a **Review Your Answers** link which will connect to screens that will enable navigation within the application, edits for corrections to the data, links to 'Frequently Asked Question' on transportation aid, and access to the data entered in the summer school, regular, and vocational school reports.

If you have any questions or concerns as you work to enter data in the portal please email either of the following addresses. Kathleen.Fry@dpi.wi.gov or dpifin@dpi.wi.gov.