The Pupil Transportation (PI-1547) FY-2024

The School Financial Services team is pleased to announce the opening of the Pupil Transportation (PI-1547) Portal to collect ridership data for the 'Regular School' and/or 'Vocational Programs'. *The Portal will open on May 13, 2024 and close on June 28, 2024.* Each school district that provides free pupil transportation to their students from their residence to the school of attendance is encouraged to submit the ridership data for the 2023-24 school year.

IMPORTANT! PUPIL TRANSPORTATION AND SPECIAL EDUCATION UPDATE: A recent change in law repealed the prohibition on a school district or independent charter school receiving state aid under both the Pupil Transportation and Special Education Aid programs for the same student in the same year. The SFS Team has reviewed the change in law. To summarize:

- A student who rides a regular AM/PM bus route with additional supports required by their IEP (e.g., a bus aide or safety equipment) **MAY** be counted for Pupil Transportation Aid. The excess costs of those IEP-required supports remain Fund 27 costs and can be eligible for Special Education Aid.

- A student who rides a regular AM/PM route for part of the year and a specialized route for part of the year, as with an IEP change, **MAY** be counted for Pupil Transportation Aid. The Fund 27 excess costs of their specialized transportation can be eligible for Special Education Aid.

- A student who exclusively rides a specialized AM/PM route **MAY NOT** be counted for Pupil Transportation Aid.

- Placing a student without an IEP on a specialized route disqualifies the route for Special Education Aid eligibility, unless one of the specific "incidental benefit" circumstances described in our program guidance applies remains in effect. See "Specialized Transportation Aid Eligibility and Funding" at **https://dpi.wi.gov/sites/default/files/imce/sfs/pdf/SPED_Tran_Aid_Elig.pdf** for more information.

To start the process, please proceed to the School Financial Services home page at **https://dpi.wi.gov/sfs.** On the left side click on "State/Federal Aid and Grant Programs" then click on "Categorical Aid" and finally click on "Pupil Transportation Aid". In this location is a variety of information related to this topic. Under "Transportation Aid Information" is a link to the Transportation Aid Worksheet that should be used prior to making entries into the PI-1547 portal.

To reach the PI-1547 portal in SAFR, return to the School Financial Services home page and on the right side under "Main Reporting Portals" click on the first option, "SAFR Reporting Portals". This will take you to a new webpage. On this page click on "Log In to View or Submit Data" and on the next page, enter your "ID" and "Password" in the box provided.

You have reached your District's home page, the **Pupil Transportation (PI-1547)** Portal will be found under the **Non-Financial Data Home** on the main page. The PI-1547 Portal has collected similar data as in the past. The 2024-2025 data you enter will be used to determine the distribution of the allocated pupil transportation aid eligibly payments during the 2025-2026 school year.   A few of the features will include:

- On the **Pupil Transportation** page, you will find several links that can assist you in learning about pupil transportation aid.
  - o Each district will have the ability to review multiple years of data, simply by selecting the specific school year.
  - o The link to an Excel worksheet remains available at the third bullet from the bottom of the second section on this page. This worksheet can be used to collect the 2024-2025 ridership and calculate the district's transportation aid eligibility.
- After you select 2024-2025, you will advance to the login screen.
- **Pupils Transported to Summer School** page is your next stop. The previously entered data will be displayed.
  - o If your district transported students for summer school and 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 an SFS Consultant to arrange for the PI-1547-SS (2024 summer school) portal to be opened. Email DPIFIN@dpi.wi.gov.
- **Pupils Transported during the Regular School Year** is your next stop.
  - o There are two columns of data that you may need to enter: **Public Count** and **Non-Public Count**.
  - o If your district also transports students attending a Non-Public school, that data is reported in righthand column.
  - o The cursor is in place to start entering your data. Use the **"tab"** key to advance from cell to cell. It will advance you though each data cell for possible data entry.
  - o 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.
    - ▪ Districts that recently submitted Unusually Hazardous Transportation (UHT) plans may need to edit their report after the plan has been formally approved.
  - o If the **"Enter"** key is used, you will move next page.
  - o The **"mouse"** can also be used to move between data cells, if your data is only going in a few of the cells.
  - o Use the **"Enter"** key to advance to the next page.
- **Pupils Transported to Vocational School** page is next.
  - o Few school districts will enter data on this page. If you are one, follow the same process as listed above. Please note there are no cells for **Non-Public Count** on this screen.
  - o If no data will be entered. Use the **"Enter"** key to advance to the next page.

- **Regular Multi-Year Data Comparison – Reasonability Check** page provides you with an opportunity to compare your "Regular School Year" data with the "September Head Count" and the previous three years of data.
- **Vocational Multi-Year Data Comparison – Reasonability Check** chart will provide an opportunity to compare your district's data with three years of Vocational Program data.
- **Miscellaneous** page has two questions to be answered by the District. Each question may generate a response based on the answer selected.
  - "Fee" question is first.
  - "Special Education" question second. (Remember the information on the 1st page of this document outlines extended options to the district.)
  - **There are two items on this screen regarding Special Education:**
    - Pupils using the regular modes of transportation and required specialized transportation within the school year should be counted on the previous pages for pupil transportation aid and are eligible for special education categorical aid for use of specialized transportation. Transportation needs of special education students are unique to each student as prescribed by each student's IEP; therefore, it may be possible for an IEP to include both specialized transportation and regular transportation within the school year.
    - *If you have any related questions, please review this document: "Specialized Transportation Aid Eligibility and Funding"* *https://dpi.wi.gov/sites/default/files/imce/sfs/pdf/SPED_Tran_Aid_Elig.pdf*
- The Portal will compare your new data with last year's data and if it has changed by 10% or more an **Explanation of 10% variance** page will require a response.
  - A narrative answer is required for each question.
- **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 is a link to the **certification page**.
- The **certification page** is explained in the first sentence.
  - All your most recent data is visible on this page.
  - Please check the name of the Administrator and the Clerk near the bottom.
    - If an error is found in either one, use the link How to **Change names on a certification page** and follow the steps required.
- 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 through data entry into the portal, please email dpifin@dpi.wi.gov.