STUDENT TRANSPORTATION ALLOCATION REPORT SYSTEM (STARS) *General Instructions for Data Collection 2023-2024*

The purpose of the Office of Superintendent of Public Instruction's (OSPI's) Student Transportation Allocation Report System (STARS) is to collect the data needed to determine the transportation allocation for each school district. This information includes the number of students transported between home and school and the location of each school bus stop and related destination(s). All student transportation operations reports are included in the STARS process and are required to be submitted using the STARS web interface on the Education Data System.

Detailed guidance for the reporting process is available for download at the OSPI Student Transportation STARS web page.

School districts are required to complete the reports in compliance with the detailed guidance. Charter Schools and Tribal Compacts are required to report student counts completed using the same process as required for school districts and reported in the same report periods.

Report Schedule
Student count reports are required three times per year, submitted by the last business day of October, and the first business days of February and May (the fall, winter, and spring report periods). The School Bus Mileage Report, the McKinney-Vento Homeless Transportation Report, and the School Transportation Fuel Report are all prior school year summary reports and are all due annually with the fall report. Complete home-to-school bus route information is required to be submitted with the fall report. Out-of-district school bus route information is required to be updated for the winter report and the spring report.

Student Count Period
Student counts are collected on all home-to-school routes at each school or learning center in the morning and on all school-to-home routes at each school or learning center in the afternoon. Three **consecutive** school days are to be identified as the count period. All student counts are totaled for each day and student counts by program from the day with the middle value are submitted. The three-day count period must not fall within five school days of the end of the report period.

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Route Categories

Student counts are reported in the following route categories:

Basic Program — (**Route Type A**) — routes that exist to transport students between home and school for their basic education. The basic program student count process must include a total of the number of students picked up or dropped off at school bus stops within the walk area.

Special Education — (**Route Type S**) — routes that exist to transport students between home and school who have been determined to be eligible for special education services and who require transportation as a related service on their Individualized Education Program (IEP) or where transportation is required under Section 504.

Bilingual Program — (**Route Type B**) — routes that exist to provide transportation between home and school for those students enrolled in a bilingual program in a centralized location.

Gifted Program — (**Route Type G**) — routes that exist to provide transportation between home and school for those students enrolled in a gifted program in a centralized location.

Homeless Program — (**Route Type H**) — routes that exist to provide transportation between home and school for homeless students as required by the McKinney-Vento Homeless Assistance Act or students in foster care as required by the, Every Student Succeeds Act.

Early Education — (**Route Type E**) — routes that exist to provide transportation between home and school for students enrolled in Head Start, Early Childhood Education Assistance Program (ECEAP), or other district operated early education programs.

Student Count Report

School bus drivers are to count and report the total students loading or unloading the bus in the school or learning center load zone for all home-to-school and school-to-home routes (route types A, S, B, G, H, and E).

The count sheet must be completed and signed in ink. Use of the provided Student Count Form is optional. School districts may use the OSPI form, an electronic form, a district form or modify the OSPI form, as long as such form contains all the information required by the reporting process.

Calculating Student Counts (number of boarded students)

For basic program students, total the number of basic program students transported by school bus and the number of basic program students provided with transportation on district car routes. Total the number of basic program students picked up or dropped off at school bus stops within the walk area. Total the number of students provided with transportation by public transit passes or tokens. The STARS website provides a separate field to report each of these three counts and will subtract the walk area pick up students from the basic program student count and add the number of transit riders. The resulting total is the basic program daily count.

1. For special program students, total the number of special education, bilingual program, gifted program, homeless program, or early education program students transported by school bus or by district car route. The result is the special program daily count. The STARS website provides a separate field to report each of these five program counts.
2. Total the basic program daily count and the special program daily count to determine the total daily student count (which will match the STARS automatically calculated total).

School Bus Route and Bus Stop Location Report

Submitted school bus stop information is used to determine the average distance between school bus stops and the associated school or learning center, the number of school or learning center destinations served by home to school transportation routes, and the number of school buses used on home to school routes. Report all active stops (home to school) on AM routes only. Reporting PM school bus stops is required only if the school bus stop or associated school or learning center is outside the school district boundary and transportation service is only provided in the PM. See the Detailed Guidance for instructions for uploading route logs or data files. Route information may be provided using the STARS Geographic Information System (GIS) web-based mapping application.

The STARS GIS system provides separate destination numbers for co-located schools based on assigned school codes. Co-located means either within the same physical building or in buildings served by a single school bus loading zone. For instance, a school may have a K-12 grade range with a single school code. A school bus route providing service would be reported showing a single destination number. Another K-12 district may have a K-8 school and a 9-12 school, with separate school codes, co-located in the same building. A school bus route providing service would be reported showing two destinations (assuming all grades of students were riding the route). An online school without transportation service would not be included as a destination.

School bus route and bus stop information is required to be updated during the February and May report period only for out of district routes, unless a school or learning center has opened or closed or roadway access has changed with a significant impact on the average distance between school bus stops and destinations.

Verification of School Bus Route Information

School bus route destinations and bus stop locations must be reviewed for accurate location. Correcting the location of school bus stops may be done through the STARS Geographic Information System (GIS) web-based mapping application.

District Car Student Count and District Car Mileage Report

District car transportation is to-and-from school transportation service provided in district–owned motor pool vehicles (not a school bus). The District Car Student Count Form (SPI Form 1022CS, optional) may be used to report the students transported for the student count report (between home and school routes only).

A District Car Mileage Log (SPI Form 1022CM, optional) may be used to record the mileage used in to-and-from school transportation. Total annual estimated mileage for all district cars used in to-and-from school transportation is required to be updated during each report period with the final actual mileage total due by the 15th of July of each school year. **All to-and-from school**

mileage is reported, not just home-to-school routes. Only report district car mileage for the regular school year.

Non-High School District Report

For non-high school districts, complete the non-high report on the "Non-High Report" tab, under "District Data" on the STARS website. The page provides radio buttons to select "yes" or "no" to the following statement: School district provides high school transportation.

School Districts with Approved Alternate Calendars

For those districts operating on an alternate calendar approved by the State Board of Education under the provisions of WAC 180-18-065, the transportation operations allocation will be pro-rated based on the number of days per year the district is scheduled to provide transportation service to academic programs. No report is required by the school district.

McKinney-Vento Homeless Transportation Report

Report the total number of homeless student trips provided, the total number of miles driven in providing homeless transportation and the total cost of providing homeless transportation for the 2023-24 school year.

School Bus Mileage Report

Report all school bus mileage for the 2023-24 school year, in the following categories: To/From, Field Trip, Extracurricular, Inter-governmental, and Other.

The Mileage Workbook is available to assist district staff in calculating the mileage report.

School Transportation Fuel Report

Report the total cost and number of gallons of each fuel type purchased for to-and-from transportation service during the 2023-24 school year.

The Fuel Workbook is available to assist district staff in calculating the fuel report.

Walk Area Development

If transportation is provided within one road mile of a school, the district is required to develop a walk area using a multi-agency approach. This approach should be consistent with the guidance described in "School Walk and Bike Routes: A Guide for Planning and Improving Walk and Bike to School Options for Students" published by the Washington State Department of Transportation.

Verification of Ridership Data Submitted

OSPI Form 1022E is provided in three separate versions: 1022EF, 1022EW, and 1022ES. These correspond to the fall, winter, and spring reports. The report is a fillable PDF and is emailed to the regional transportation coordinator. The district should print a copy of the 1022E and keep it as documentation of the count period and the count day selected for reporting.

Documentation and Record Retention

Any forms, files or records used to collect and tabulate the required student transportation report must be maintained in the school district in accordance with the school district's retention schedule. WAC 392-141-420(8) requires school districts to retain copies of any correspondence, newsletters, or other materials distributed to parents describing the transportation funding process. School districts may not promote or publicize specific count periods or distribute materials that promote ridership during the count period.

Instructions for Charter Schools and Tribal Compacts

For Charter Schools and Tribal Compacts, reporting requirements are limited to student counts. Student counts are required to be completed using the same process as required for school districts and reported in the same report periods. Please contact your regional transportation coordinator for details and assistance.