Form Completion Instructions

PDE-2089 Summary of Pupils Transported

General Information

The “PDE-2089 Summary of Pupils Transported” form is used to report the total number of pupils transported during the school year. This transportation includes LEA-owned vehicles, contracted service and fare-based service.

Accessing the PDE-2089 Form

Select ‘Forms’ on the menu at the top of the screen. On the ‘Forms’ list, click on the box to the left of “PDE-2089, Summary of Pupils Transported” to access the form.
### Entering Data

**Number of Public School Pupils Transported:**
Enter the total number of resident, PUBLIC school pupils you transported to and from school.

This figure should include public school pupils you transported because of certified hazardous walking conditions, public school pupils you transported to area vocational-technical schools or to charter schools and nonreimbursable public school pupils you transported. See NOTE below for nonreimbursable definition.

**Number of Nonpublic School Pupils Transported:**
Enter the total number of resident NONPUBLIC school pupils you transported to and from school. Documentation identifying the names of these pupils should be retained for review by the Auditor General's staff. NONPUBLIC school pupils are children whose parents are paying tuition for them to attend a nonprofit private or parochial school. (Any child that your district is financially responsible to educate is a PUBLIC pupil.)

**Number of Public School Pupils Transported Because of Hazardous Walking Conditions:**
Enter the number of resident PUBLIC school pupils (including charter school pupils) you transported to and from school because of certified hazardous walking routes.

This figure should include only those pupils who live within 1 ½ miles of the elementary school or within two miles of the secondary school in which they are enrolled. Distances should be computed by public highway miles (See “Pennsylvania Public School Code of 1949”, Section 1366).

**NOTE:** For PDE-2089 pupil count purposes, ‘resident’ pupils include those children whose status is described in Sections 1305 and 1306 of the "Pennsylvania Public School Code of 1949."

**Number of Nonreimbursable Pupils Transported On Contracted Vehicles:**
Enter the number of nonreimbursable pupils (BOTH PUBLIC AND NONPUBLIC SCHOOL PUPILS) transported on contracted service vehicles. See NOTE below for nonreimbursable definition.
Number of Nonreimbursable Pupils Transported on LEA-Owned Vehicles:

Enter the number of nonreimbursable pupils (BOTH PUBLIC AND NONPUBLIC SCHOOL PUPILS) transported on LEA-owned vehicles.

NOTE: If you transport elementary pupils who reside within 1 ½ miles of their school or secondary pupils who reside within two miles of their school who are not exceptional children or not required to use a certified hazardous walking route to reach their school, they are NONREIMBURSABLE PUPILS. Pupils who reside as indicated above, but are being transported to/from daycare providers located beyond those distances are still nonreimbursable. The location of their residence is the deciding factor.

Number of Pupils Transported to Charter Schools Outside Your District:

Enter the number of resident pupils transported outside of your district boundaries either to a regional charter school of which your district is a part or to a charter school located within ten miles of your district boundaries. Documentation identifying the names of these pupils should be retained for review by the Auditor General’s staff.

Number of Pupils Transported to Charter Schools Within Your District:

Enter the number of resident pupils transported to charter schools located within your district boundaries. Documentation identifying the names of these pupils should be retained for review by the Auditor General’s staff.

If the data is complete and correct, click ‘Save.’ If the data is incomplete, click ‘Save Incomplete.’ Click ‘Back’ or a menu choice to leave this screen.