Form Completion Instructions

Reports

General Information

The eTran system includes a 'reports' feature that allows the user to print summaries of data for LEA-owned services, each of the three contracted services, fare-based services, the "Summary of Pupils Transported" (PDE-2089), the "Intermediate Unit Proration Form" (PDE-2090) and the "AVTS Proration Form" (PDE-2091). The reports may be printed at any time: prior to entering data, during data entry, when forms have been completed, after the forms have been submitted. These reports are for LEA use only. They are not to be submitted to PDE.

The subsidy reports are also available on the 'Reports' screen.

Accessing the Reports screen

The 'Reports' screen is accessed after entering the eTran system by selecting the desired school year from the choices at the bottom of the 'Home' page. When in the selected year, click on 'Reports' on the menu at the top of the screen.

Data Reports

A 'Reports' list similar to the 'Forms' list will appear under 'Data Reports.' To see a report, click on the box to the left of the report name (for example, 'PDE-1049 Contracted Service with a Contractor'). After the report is generated by the eTran database, it will appear on the screen. To print the report, use the printer icon directly above the form.

Additional reports may be accessed by returning to the 'Reports' screen to make additional selections.

Subsidy Reports

Under 'Subsidy Reports,' click on the box to the left of 'View Subsidy Reports.' Choose the school year to review the selection of subsidy reports for that year.

Note: Subsidy reports are not available for a school year until the Department does the preliminary subsidy calculations for the school year in March or April following the end of the school year.