

Printing Bus Lists

1. From the **Start Page**, click on **Reports**.
2. Within the **Reports** page, click on **Run Reports**.
3. Scroll to the bottom of the **Run Reports** page. Click on **Bus List**.
4. Type in a **Route Number** and click **Submit**.
5. A list of the students assigned to the bus route will display. You can determine how to sort the students by clicking on the blue links across the top of the list. Clicking on the blue **Students** link will sort the students by last then first name.
6. Use the **Print** command within your browser to print the list.

Printing Special Programs Verification

1. From the **Start Page**, click on **Reports**.
2. Within the **Reports** page, click on **Run Reports**.
3. Scroll to the bottom of the **Run Reports** page. Click on **Special Programs Verification**
4. A list of the students with Special Programs will display. You can determine how to sort the students by clicking on the blue links. There are two sets of blue links. The set directly above the students will sort based on that one field. Clicking on **Students** will sort the list by last then first name. Clicking on **Program Name** will sort the students by the various programs. The set of blue links directly below the title **Special Programs Verification** will allow you to sort by multiple criteria.
5. Use the **Print** command within your browser to print the list.

Note: Sometimes printed lists are very small even though the on-screen print is normal size. If this happens to you, try on a computer that has been upgraded to Tiger (OSX.4) and the latest browser versions.