How to Identify Students that are Eligible for Transportation [Bus Ridership]

Log onto PowerSchool SMS.

The search can be performed both at the District and School level:

1. Select the Advanced Search link.



2. Select the [Detail] tab.

Advanced Student Search	Advanced Student Search
Search in: Entire district	Search in: Entire district
Basic Detail _A	Basic Detail
Add 🕜 Restart 🌟 Add to favorites	🖶 Add 🗙 Delete 📚 Group 🕜 Restart 🙀 Add to favorites
AND OR	Select a field Operator Enter a value
Last name starts with Enter a value	
Student number starts with Enter a value	
District Student Demo saved lists equals Enter a value	
Q Search	Q Search
Most recent searches Favorite searches Display All Records	Most recent searches

3. Select the [Select a field] option.

4. In the Category list box change [Most Frequent] to [Bus Transportation].

Basic	Detail	Basi	c Detail
Ac	d X Delete S Group Restart Add to favorites		Add X Delete Add to favorites
	Age Birthdate Ethnic category First name		لاج AM - Assigned Bus Route AM Ridership End Date
Most	First or preferred name Gender Geocode (Active)	Mos	PM - Assigned Bus Route PM Ridership
earch	Geocode (Planning) Grade Level (Active) Grade Level (Planning)	arch	School Location School Year Start Date

5. Change the Category option to [School Year] leave the operand as [Equals] select the current school year [2012-2013].

Select the [+Add] icon to add the School Location to the search criteria,

select [School Location], [Starts With], [Type all or the beginning of the school name]

Note: Any of the Category Bus Transportation options can be used to search Students identified as eligible for transportation.

Basic	Detail
🗣 Ac	id 🗙 Delete 🛛 🌫 Group 🛛 🕜 Restart 🛛 🖕 Add to favorites
	Category: Bus_Transportation
	AM - Assigned Bus Route AM Ridership End Date PM - Assigned Bus Route PM Ridership
Most	School Year Start Date

Basic Detail		
🗣 Add 🗙 Delete 🍉	Group 🕜 Restart	Add to favorites
School Year equals	N/A 2011 - 2012 2013 - 2013 2013 - 2014	Q Search
Most recent searches 🕶	2014-2013	Display All Records

The Advanced Student Search should appear as follows:

Advanced Student Search
Search in: Entire district
Basic Detail
🖨 Add 🗙 Delete 🌫 Group 🕜 Restart 🙀 Add to favorites
School Year equals "2012 - 2013"
AND OR
School Location starts with "White Station High"
Q Search
Most recent searches

Select the [Search] option.

6. The student Search results appear. Select the student(s) name link to open their records.

Selected: 843		Search within results:	Rows: 30	
	Gr(A)	Student Name (LFM)	HR(A)	Gender
	10	Abbott Nickolaus A	1001	М
	11	Abdi, Auston L	1101	М
	10	Adams, Drequan A	1001	М
	10	Adams, Geoffrey J	1001	М
	12	Adams, Isaiah R	1201	М

Selected: 0	Search within results:	Rows: 30
Select all records	on this page	× 🔺
Select up to 1000 Clear all selection	records starting from the first page	э
		э
Anaya, Jose	A / A. IVIACEO VVA	iiker ivilaale

7. On the student's Demographics page, select the [*Overview] tab.



8. Scroll to the bottom of the [***Overview**] tab to the [**Bus_Transportation**] panel. Select the date link in front of the transportation record you would like to view or select the [**View**] button.

Bus Ridership							
Please Select Yes	s/No For Stud	ents AM and PM Ridership					
Bus_Transportation	on						
Selected: 0	View						💵 🛃 📕 Total:1
Start Date	End Date	AM - Assigned Bus Route	AM Ridership	PM - Assigned Bus Route	PM Ridership	School Year	School Location
7/30/2012	5/24/2013	WG006	No	WG006	No	2012 - 2013	106-Cordova High School

9. The Bus Ridership displays as follows:

Flag AM & PM I	Ridership	Flag AM Rid	lership	Flag PM Rid	Flag PM Ridership		
Bus Transportation		Bus Transportation		Bus Transportation	Bus Transportation		
Please Enter AM and PM Bus Ridership		Please Enter AM and PM Bus Rid	ership	Please Enter AM and PM Bus Ride	ership		
School Year:	2012 - 2013	School Year:	2012 - 2013	School Year:	2012 - 2013		
School Location:	106-Cordova High School	School Location:	106-Cordova High School	School Location:	106-Cordova High School		
Start Date:	7/30/2012 m/d/yyyy	Start Date:	7/30/2012 m/d/yyyy	Start Date:	7/30/2012 m/d/yyyy		
End Date:	5/24/2013 m/d/yyyy	End Date:	5/24/2013 m/d/yyyy	End Date:	5/24/2013 m/d/yyyy		
AM - Assigned Bus Route:	WG006	AM - Assigned Bus Route:	WG006	AM - Assigned Bus Route:	WG006		
	AM Ridership		AM Ridership		AM Ridership		
PM - Assigned Bus Route:	WG006	PM - Assigned Bus Route:	WG006	PM - Assigned Bus Route:	WG006		
	PM Ridership		PM Ridership		PM Ridership		

In this example, the student is **NOT** flagged for either **AM Ridership** or **PM Ridership**.

Π	Bus_Transportation								
	Sele	cted: 0	View						📰 💱 畳 Total: 1
		Start Date	End Date	AM - Assigned Bus Route	AM Ridership	PM - Assigned Bus Route	PM Ridership	School Year	School Location
		7/30/2012	5/24/2013	WG006	No	WG006	No	2012 - 2013	106-Cordova High School

How to Mass Assign Students Eligible for Bus Transportation

Note: This option is only available with certain SMS roles.

1. Create save list of students to assign to bus routes. Please refer to the following documentation on how to manage saved lists:

<u>http://docushare2.mcsk12.net:8080/docushare/dsweb/Get/Document-</u> <u>10030/Managing%20Saved%20Lists</u> 072413.pdfCreate a saved list

2. Select the list of students

r. (P) Personal View - No		► Edit	Active Inco	oming 🛛 Withdrawn (curren		
Selected: 5 Search within results: Rows: 30 💌 ┥ Page 1 of 15 🕨 🚢 Total:424						
Student Name (LFM)	HR(A)	Gr(A)	Gender	Birth Date		
Abbott, Nickolaus A	1101	11	М	Sep 4, 1997		
Abbott, Thomas S	1101	11	М	Mar 20, 1997		
Abdelrauof, Hana A	1101	11	F	Mar 14, 1997		
Adams, Drequan A	1101	11	М	Mar 29, 1996		
Adams, Geoffrey J	1101	11	М	Dec 6, 1996		
	r: (P) Personal View - No cted: 5 Search w Student Name (LFM) Abbott, Nickolaus A Abbott, Thomas S Abdelrauof, Hana A Adams, Drequan A Adams, Geoffrey J	r: (P) Personal View - No SSN teted: 5 Search within results Student Name (LFM) HR(A) Abbott, Nickolaus A 1101 Abbott, Thomas S 1101 Abdelrauof, Hana A 1101 Adams, Drequan A 1101 Adams, Geoffrey J 1101	(P) Personal View - No SSNCted: 5Search within results:Student Name (LFM)HR(A)Gr(A)Abbott, Nickolaus A110111Abbott, Thomas S110111Abdelrauof, Hana A110111Adams, Drequan A110111Adams, Geoffrey J110111	Kr. (P) Personal View - No SSN Edit Cted: 5 Search within results: Rows: 3 Student Name (LFM) HR(A) Gr(A) Gender Abbott, Nickolaus A 1101 11 M Abbott, Thomas S 1101 11 M Abdelrauof, Hana A 1101 11 F Adams, Drequan A 1101 11 M	Y.(P) Personal View - No SSNCitic EditActiveIncompositionStudent Name (LFM)HR(A)Gr(A)GenderBirth DateAbbott, Nickolaus A110111MSep 4, 1997Abbott, Thomas S110111MMar 20, 1997Abdelrauof, Hana A110111FMar 14, 1997Adams, Drequan A110111MDec 6, 1996	

3. Select Actions on the Home Screen, Assign, then Multi-Values.



4. The **Assign Multi-Values** Dialog box will appear. Enter the following options to assign the routes to the students.

🥑 Assign Multi-Values Webpage I	🖻 Assign Multi-Values Webpage Dialog 🛛 🔀						
	Selected Students: 5						
Specify a multi-value field to a	ssign to the selected students.						
Assign field:	Bus_Transportation						
*Update option:	Add the following record						
Add	the following record to the selected students:						
School Year:	2012 - 2013 💌						
School Location:)106-Cordova High School						
Start Date:	07/30/2012 mm/dd/yyyy						
End Date:	05/24/2013 mm/dd/yyyy						
AM - Assigned Bus Route:	1A455G						
AM Ridership:	Yes 💌						
PM - Assigned Bus Route:	1P455G						
PM Ridership:	Yes						
*Required	OK Cancel						

- Assign Field: Bus_Transportation
- *Update option: Add the following record
- School Year: Select the Current School year from the drop-down list box
- School Location: Follow the format above ####-School Name
- Start Date: mm/dd/yyyy
- End Date: mm/dd/yyyy (Enter the last day of school this school year) or students withdrawal date Please note: Some students ride AM/PM, AM or PM
- AM Assigned Bus Route: Enter Route number
- AM Ridership: Yes/No
- PM Assigned Bus Route: Enter Route number
- PM Ridership: Yes/No
- 5. Select [OK]
- 6. A warning box will appear confirming the changes that you want to apply to the selected records. Select [OK].

Message	from webpage
?	You are about to make the following change for 5 selected students:
	Add the following record:
	Bus_Transportation: - School Year: "2012 - 2013" - School Location: "0106-Cordova High School" - Start Date: "07/30/2012" - End Date: "05/24/2013" - AM - Assigned Bus Route: "1A455G" - AM Ridership: "Yes" - PM - Assigned Bus Route: "1P455G" - PM Ridership: "Yes"

7. A message box will appear stating that the changes were applied to the selected records. Select [OK].



10. To review the applied changes. Search for the student(s)/saved list and open the record. Scroll to the bottom of the [***Overview**] tab to the [**Bus_Transportation**] panel. Select the date link in front of the transportation record you would like to view or select the [**View**] button.

Saved Lists	Edit	^
• 1A455G/1P455G [AM/PM] - Bus Route Assigned on 03/04/201	3	
• 1A455G/1P455G [No AM] - Bus Route Assigned on 03/04/2013	3	
• 1A455G/1P455G [No PM] - Bus Route Assigned on 03/04/2013	3	

6

How to Generate Bus Transportation Reports

1. Select [All Reports] from the [My Reports] menu bar



2. Select one of the Bus Transportation reports from the [Student List Reports] panel.

Student List Reports	^
SCS Bus Transportation SCS Bus Transportation - Details Only SCS Student State ID Report SCS Student State Number Report Student State ID Report	

3. Select the desired **Preferences** to generate the report.

Report Options: SCS Bus Transportation

SCS Student Bus Transportation

Preferences

7

1				
	Select School - Select All For All Schools :	A. Mace	o Walker Middle	*
Sel	ect Homeroom - Selet All For all Homerooms:	All	~	
	Select AM Route - Select All For All Routes:	All	*	
	Select PM Route - Select All For All Routes:	All	*	

Sample Bus Transportation Report:

Region	Student#	LName	FName	School Name	Homeroom	AM Route	Rider	PM Route	
dova Hi	gh School								
0907 Northeast		Harris	Lynn	Cordova High School	0907	WG056	No	WG056	
0908 Northeast		Johnson	Mikesia	Cordova High School	0908	WG054	No	WG054	
0910				J					
Northeast		Neese	Dakota	Cordova High School	0910	WG007	No	WG007	
	Region dova Hig 0907 Northeast 0908 Northeast 0910 Northeast	Region Student# dova High School 0907 Northeast 0908 Northeast 0910 Northeast	Region Student# LName 0907	Region Student# LName FName 0907	Region Student# LName FName School Name 0907	Region Student# LName FName School Name Homeroom dova High School 0907 Northeast Harris Lynn Cordova High School 0907 0908 Northeast Johnson Mikesia Cordova High School 0908 0910 Northeast Neese Dakota Cordova High School 0910 Northeast Neese Dakota Cordova High School 0910	Region Student# LName FName School Name Homeroom AM Route 0907 0907 0907 0907 0907 0907 0907 0907 0905 0907 0907 0905 0907 0907 09056 0908 0907 09056 0908 0907 09056 0908 0908 09054 0908 09054 0908 09054 0910 0907 00564 0910 0910 0907 00564 0910 0910 0007 0007 0007 0010<	Region Student# LName FName School Name Homeroom AM Route Rider 0907 0907 0907 0907 0907 WG056 No Northeast Harris Lynn Cordova High School 0907 WG056 No 0908 Northeast Johnson Mikesia Cordova High School 0908 WG054 No 0910 Neese Dakota Cordova High School 0910 WG007 No Northeast Neese Dakota Cordova High School 0910 WG007 No	Region Student# LName FName School Name Homeroom AM Route Rider PM Route 0907 0907 0907 0907 WG056 No WG054 No WG056 No WG057 No WG057 No WG056 No WG056 No WG056 No WG056 No WG056 No WG056 No No WG056 No No