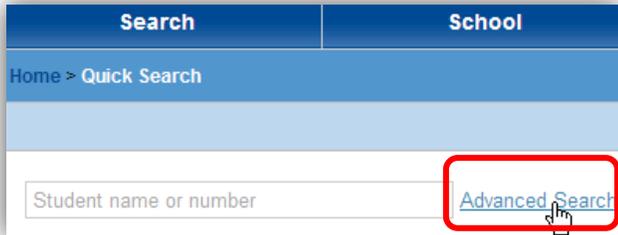


## How to Identify Students that are Eligible for Transportation [Bus Ridership]

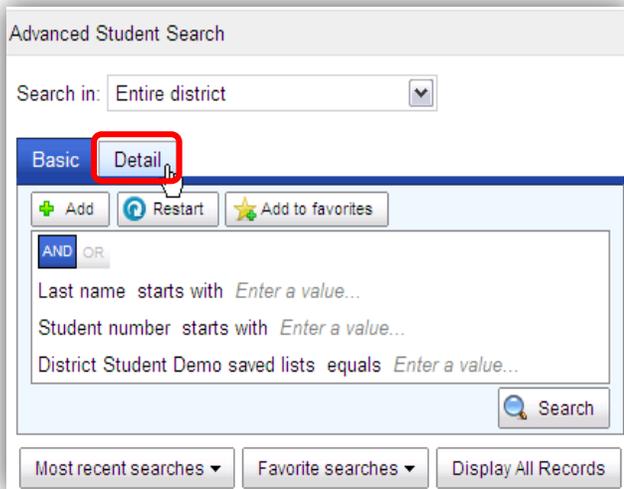
Log onto PowerSchool SMS.

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

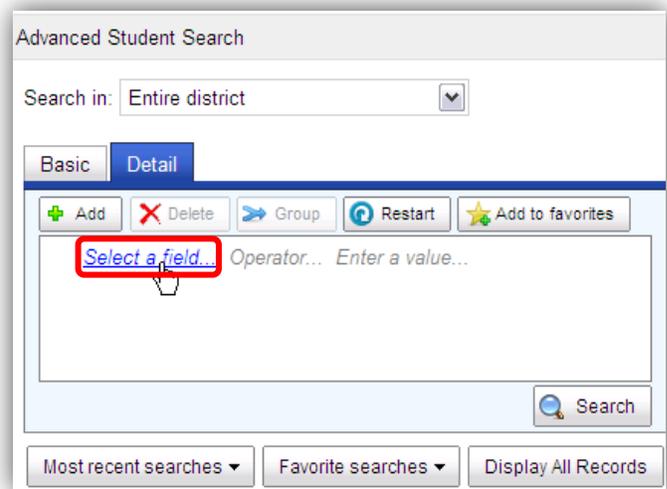
1. Select the **Advanced Search** link.



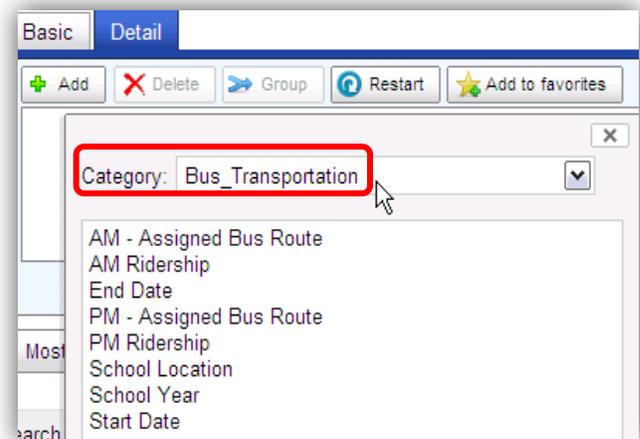
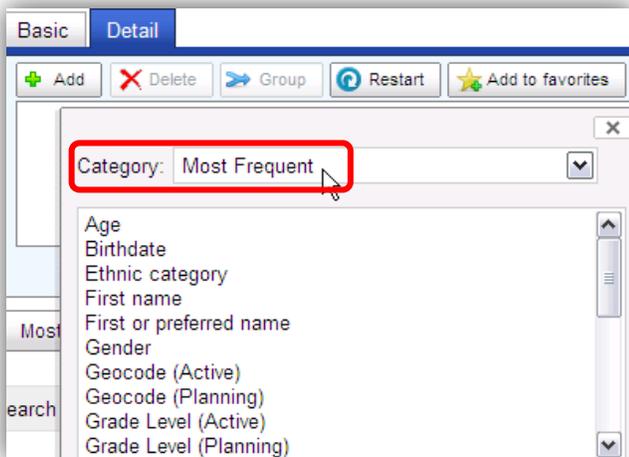
2. Select the [**Detail**] tab.



3. Select the [**Select a field**] option.



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

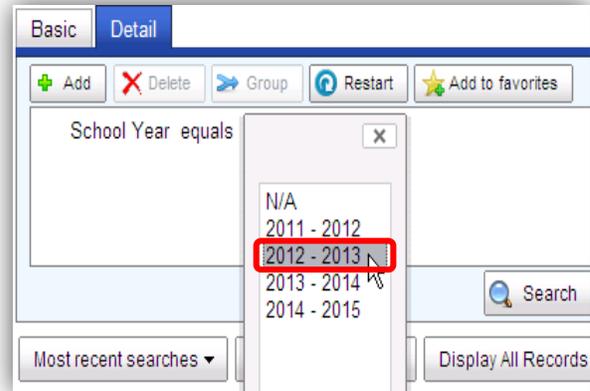
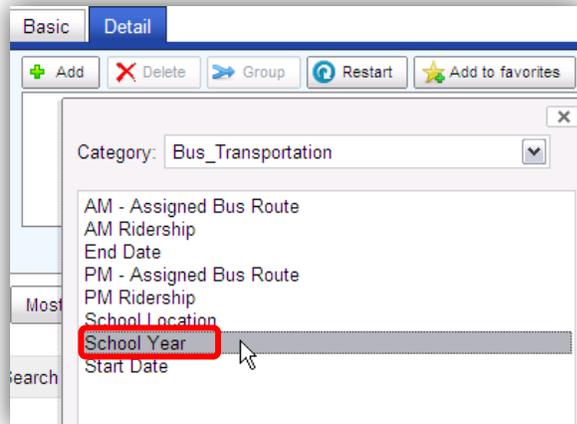


- Change the Category option to **[School Year]** leave the operand as **[Equals]** select the current school year **[2012-2013]**.

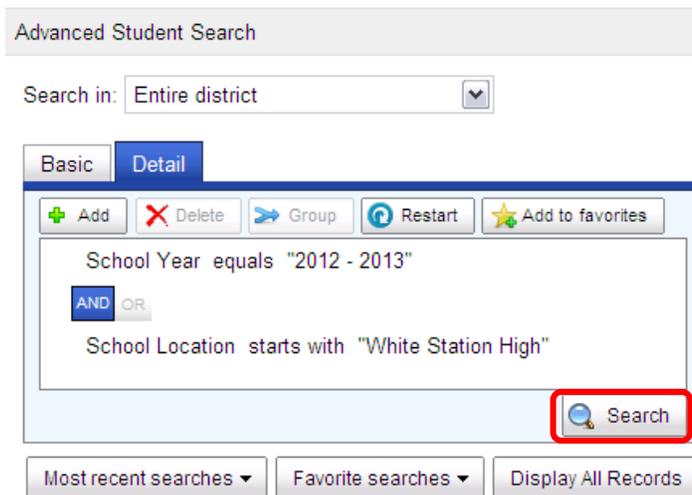
Select the **[+Add]** icon to add the **School Location** to the search criteria,

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.**



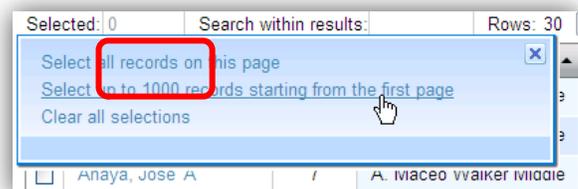
The Advanced Student Search should appear as follows:



Select the **[Search]** option.

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

Selected	Gr(A)	Student Name (LFM)	HR(A)	Gender
<input checked="" type="checkbox"/>	10	<a href="#">Abbott, Nickolaus A</a>	1001	M
<input checked="" type="checkbox"/>	11	Abdi, Auston L	1101	M
<input checked="" type="checkbox"/>	10	Adams, Drequan A	1001	M
<input checked="" type="checkbox"/>	10	Adams, Geoffrey J	1001	M
<input checked="" type="checkbox"/>	12	Adams, Isaiah R	1201	M



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

## Demographics



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/No For Students AM and PM Ridership

Bus\_Transportation

Selected: 0 View Total: 1

<input type="checkbox"/>	Start Date	End Date	AM - Assigned Bus Route	AM Ridership	PM - Assigned Bus Route	PM Ridership	School Year	School Location
<input type="checkbox"/>	<a href="#">7/30/2012</a>	5/24/2013	WG006	No	WG006	No	2012 - 2013	106-Cordova High School

9. The **Bus Ridership** displays as follows:

Flag AM & PM Ridership

Flag AM Ridership

Flag PM Ridership

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

Bus\_Transportation

Selected: 0 View Total: 1

<input type="checkbox"/>	Start Date	End Date	AM - Assigned Bus Route	AM Ridership	PM - Assigned Bus Route	PM Ridership	School Year	School Location
<input type="checkbox"/>	<a href="#">7/30/2012</a>	5/24/2013	WG006	No	WG006	No	2012 - 2013	106-Cordova High School

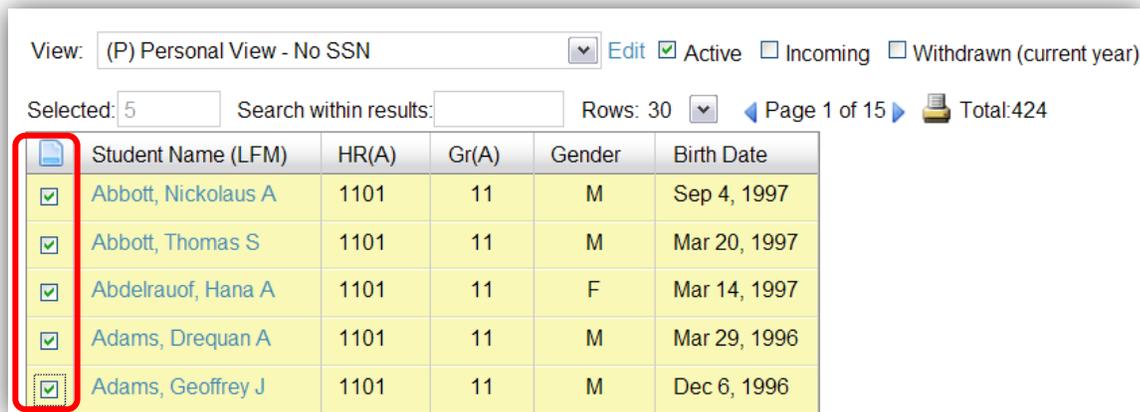
# How to Mass Assign Students Eligible for Bus Transportation

**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:

[http://docushare2.mcsk12.net:8080/docushare/dsweb/Get/Document-10030/Managing%20Saved%20Lists\\_072413.pdf](http://docushare2.mcsk12.net:8080/docushare/dsweb/Get/Document-10030/Managing%20Saved%20Lists_072413.pdf) Create a saved list

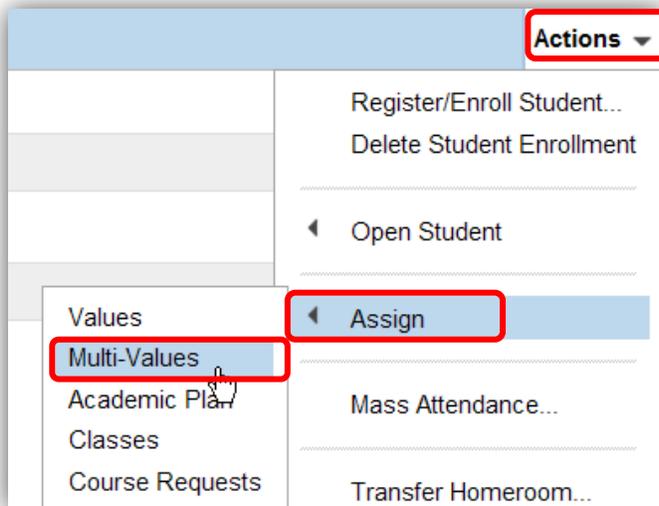
2. Select the list of students



The screenshot shows a web interface for managing students. At the top, there is a 'View:' dropdown set to '(P) Personal View - No SSN' and several checkboxes for 'Active', 'Incoming', and 'Withdrawn (current year)'. Below this, it shows 'Selected: 5' and 'Rows: 30'. A table of student records is displayed with columns for Student Name (LFM), HR(A), Gr(A), Gender, and Birth Date. The first five rows are highlighted in yellow, and their selection checkboxes are checked. A red box highlights the selection checkboxes for all five students.

Student Name (LFM)	HR(A)	Gr(A)	Gender	Birth Date
Abbott, Nickolaus A	1101	11	M	Sep 4, 1997
Abbott, Thomas S	1101	11	M	Mar 20, 1997
Abdelraouf, Hana A	1101	11	F	Mar 14, 1997
Adams, Drequan A	1101	11	M	Mar 29, 1996
Adams, Geoffrey J	1101	11	M	Dec 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 Dialog

Selected Students: 5

Specify a multi-value field to assign 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:

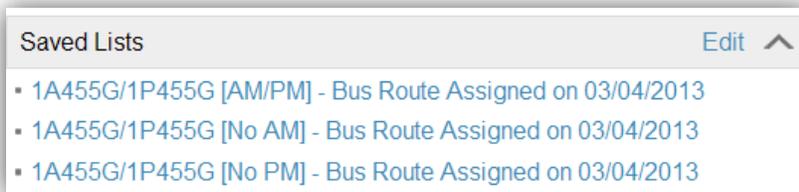
Bus\_Transportation:  
- School Year: "2012 - 2013"  
- School Location: "106-Cordova High School"  
- Start Date: "07/30/2012"  
- End Date: "05/24/2013"  
- AM - Assigned Bus Route: "1A455G"  
- AM Ridership: "Yes"  
- PM - Assigned Bus Route: "1P455G"  
- PM Ridership: "Yes"

OK Cancel

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.



# How to Generate Bus Transportation Reports

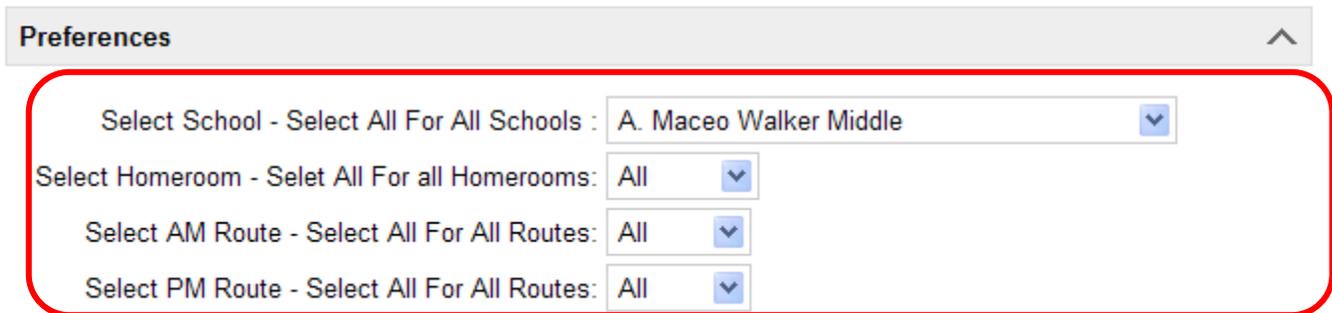
1. Select **[All Reports]** from the **[My Reports]** menu bar



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



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



## Sample Bus Transportation Report:

Year	Region	Student#	LName	FName	School Name	Homeroom	AM Route	Rider	PM Route	Rider
<b>106-Cordova High School</b>										
<b>Homeroom - 0907</b>										
2012 - 2013	Northeast		Harris	Lynn	Cordova High School	0907	WG056	No	WG056	No
<b>Homeroom - 0908</b>										
2012 - 2013	Northeast		Johnson	Mikesia	Cordova High School	0908	WG054	No	WG054	No
<b>Homeroom - 0910</b>										
2012 - 2013	Northeast		Neese	Dakota	Cordova High School	0910	WG007	No	WG007	No
2012 - 2013	Northeast		McKay	Antonius	Cordova High School	0910	WG056	No	WG056	No