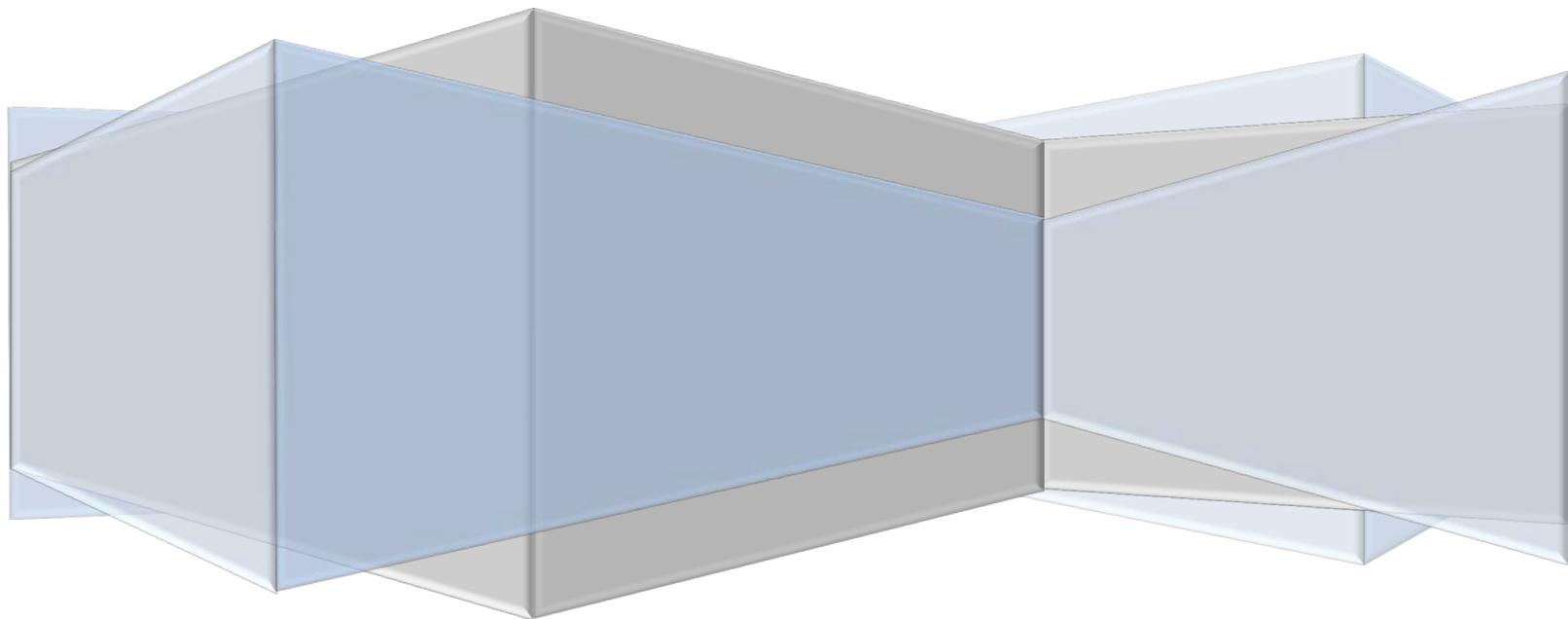
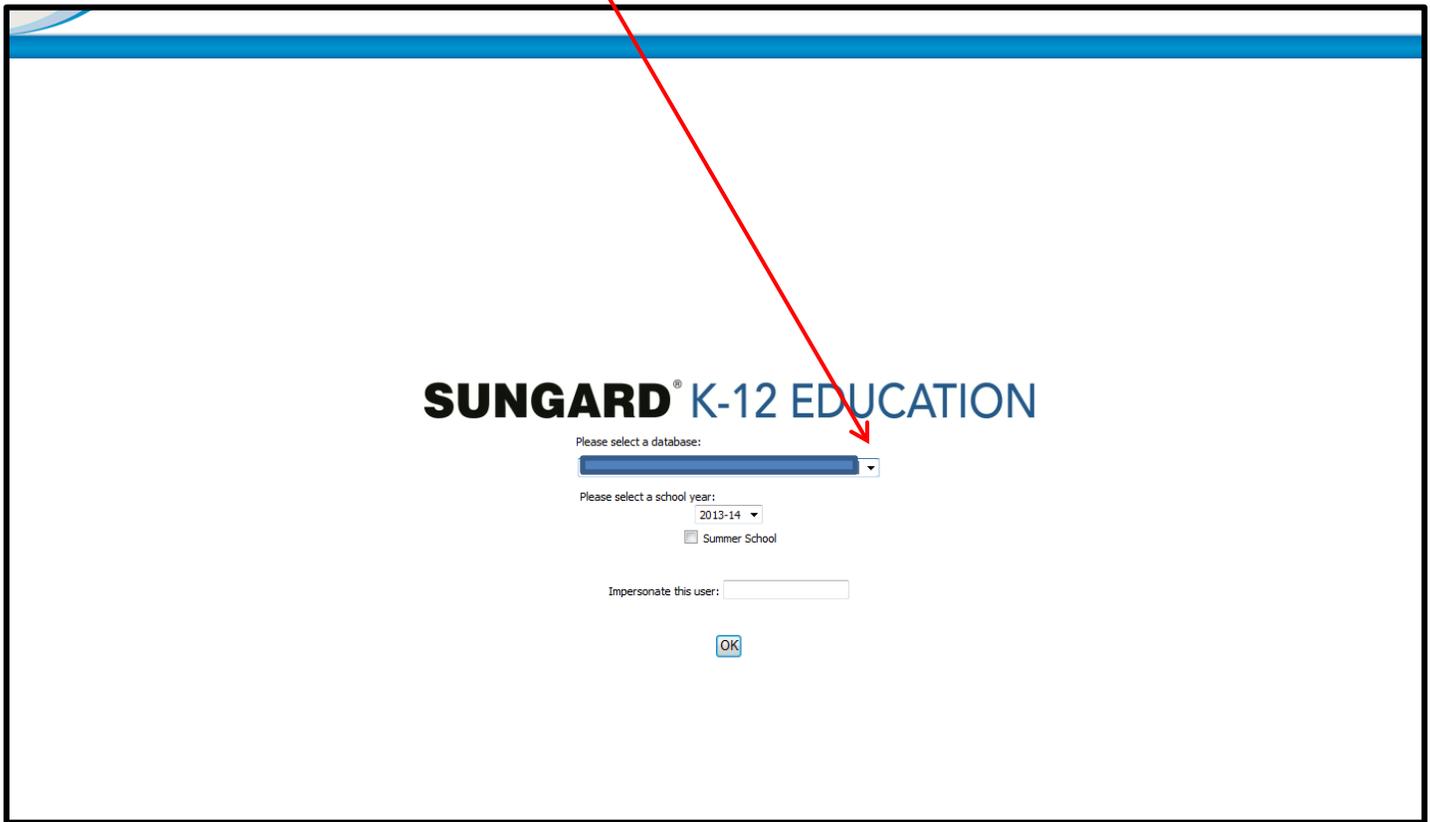


Transportation Information

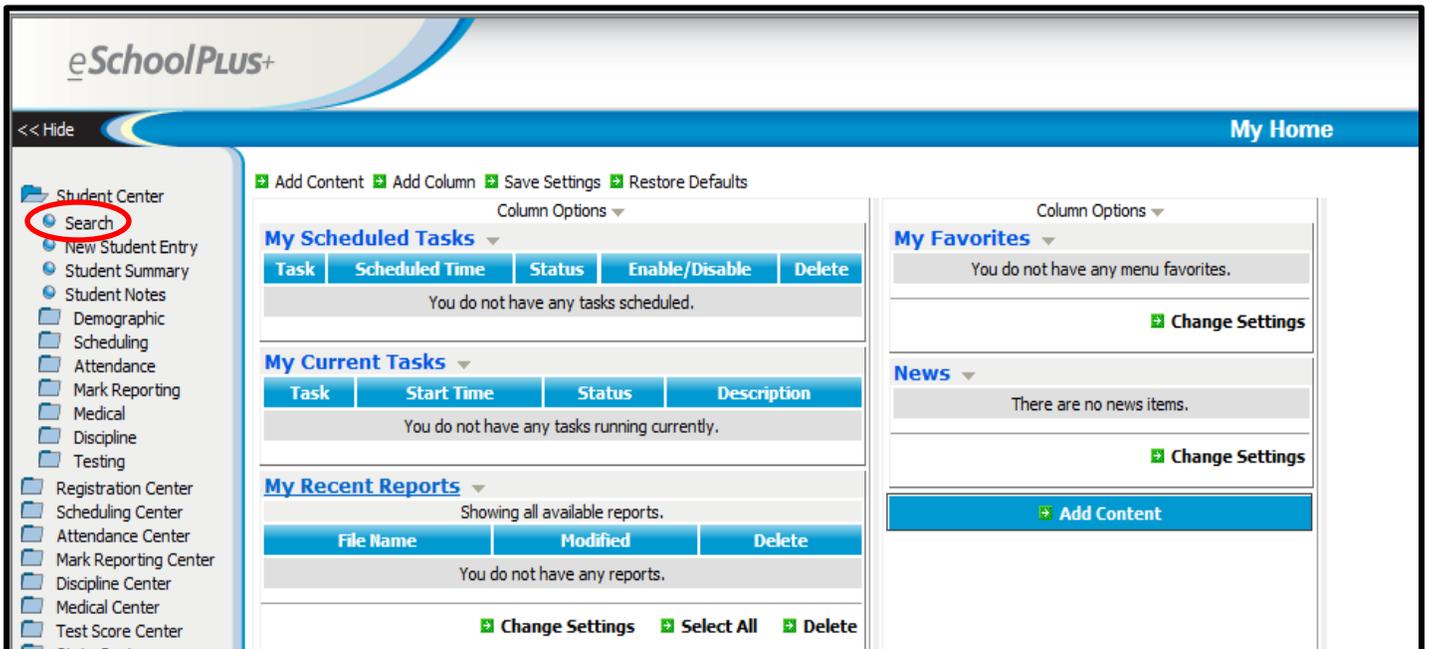
Tutorial



Select your district from the drop down menu:



Select the "Search" from the Student Center:



Enter the student information into the available fields, then hit search:

Student Search

Search

Last Name: Sounds Like

First Name: Sounds Like

Middle Name: Sounds Like

Student ID:

Gender: Any Female Male

State Reporting ID:

Building: 3 Bald Knob High School

Grade:

Counselor:

Current Status:

- Pre-Registered
- Active
- Inactive
- Graduated

Search

Select the Student from the list of those who meet the information requirements by clicking on their name, then click search:

Student List

Search Report

Search Favorites: --Custom Search--

Filter by Watch List: ----

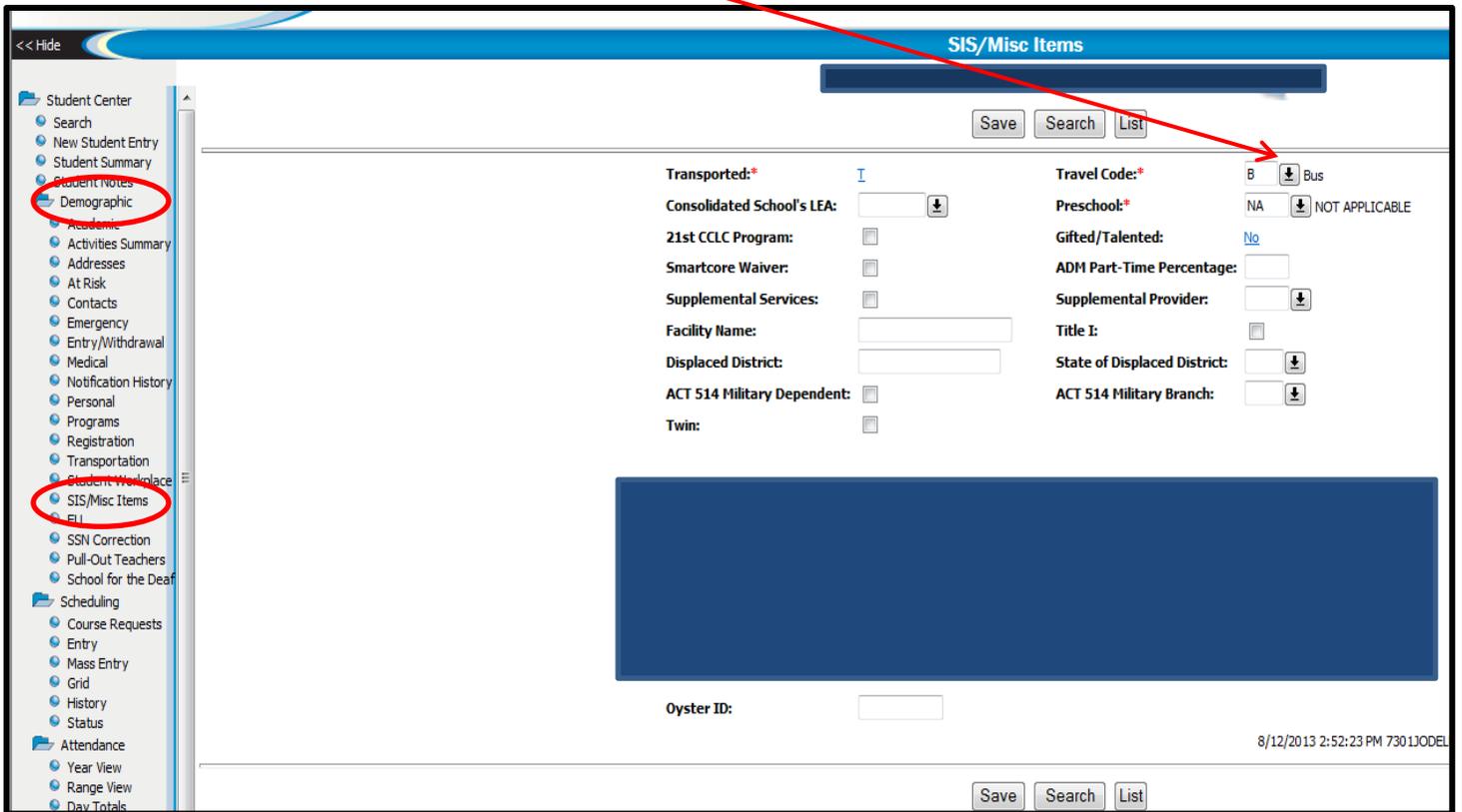
[Show Watch List Maintenance](#)

Number of records found: 9

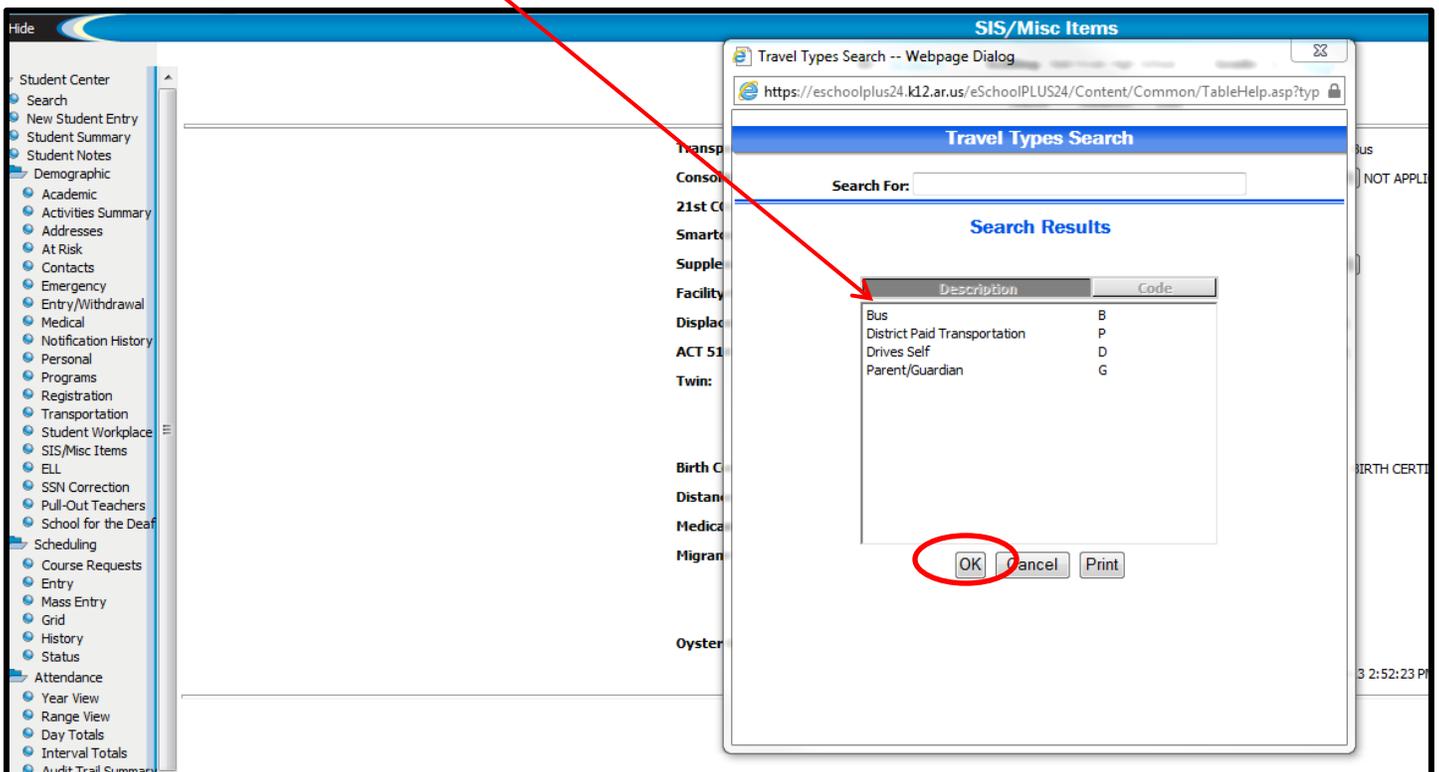
Student Name	Student ID	Building	Grade	Gender	House/Team	Counselor
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Search Report

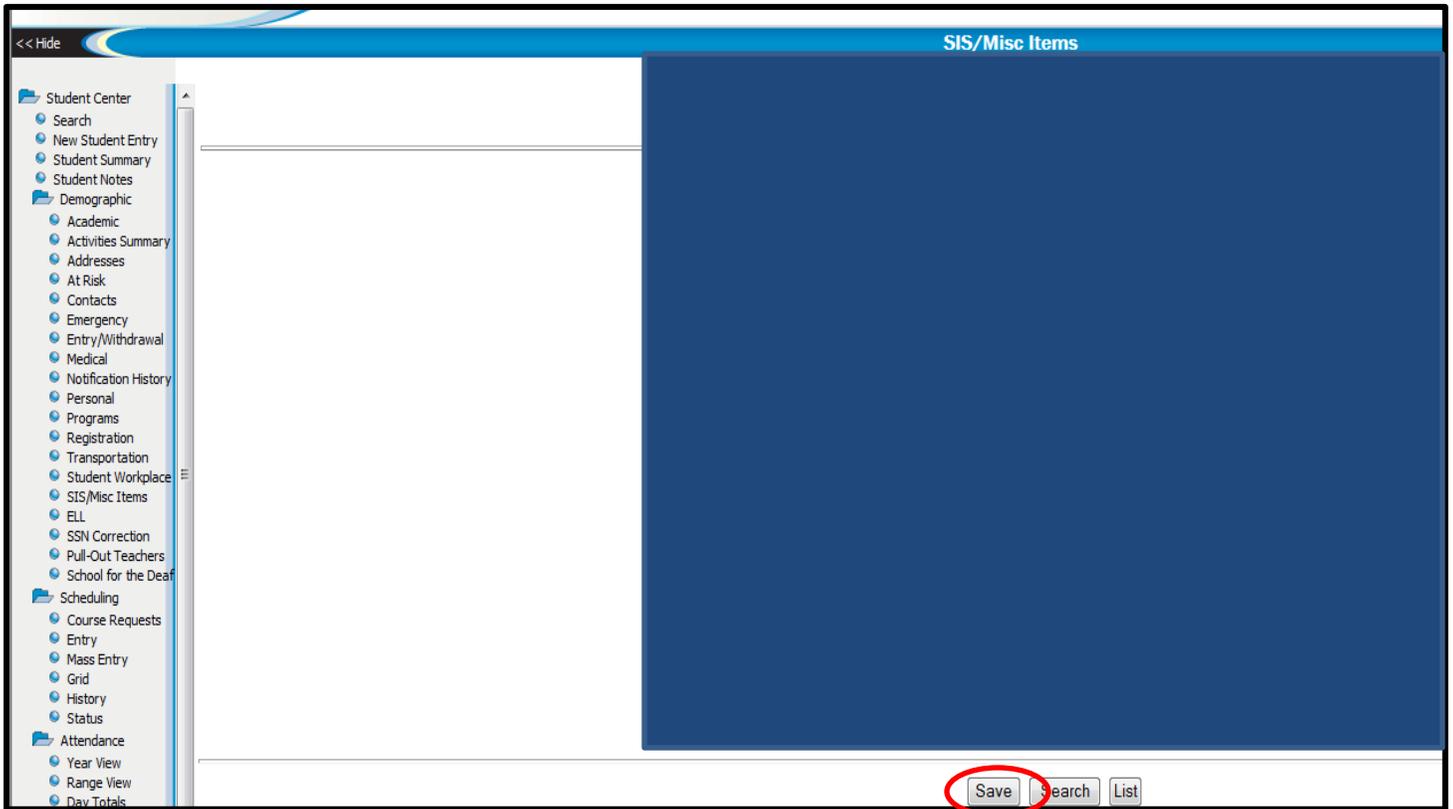
Once the student is selected, you will navigate to the SIS/Misc Items section, under Demographic. Then you will click the drop down arrow from the Travel Code section:



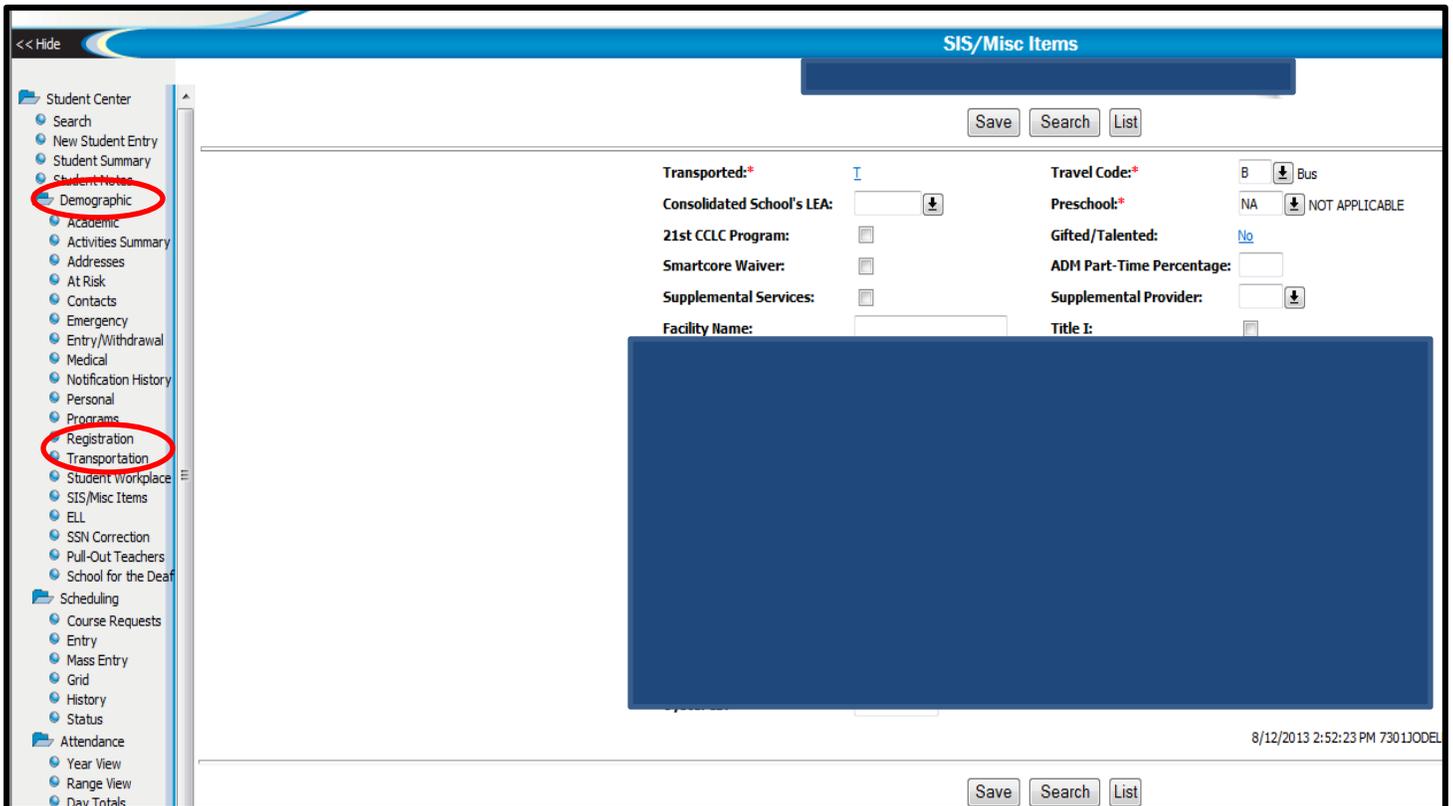
Then you will select the type of transportation from the search results by clicking on it and clicking ok:



Then you will save your changes, by clicking save at the bottom of the screen:



Then to enter the transportation details (bus number), you will navigate to the transportation section:



From the transportation screen, you will enter the bus number in the Bus Number field (for both to and from school) and then click save to submit the changes:

The screenshot displays the 'Transportation Information' interface. On the left is a navigation menu with items like 'Student Center', 'Search', 'New Student Entry', 'Student Summary', 'Student Notes', 'Demographic', 'Academic', 'Activities Summary', 'Addresses', 'At Risk', 'Contacts', 'Emergency', 'Entry/Withdrawal', 'Medical', 'Notification History', 'Personal', 'Programs', 'Registration', 'Transportation', 'Student Workplace', 'SIS/Misc Items', 'ELL', 'SSN Correction', 'Pull-Out Teachers', 'School for the Deaf', 'Scheduling', 'Course Requests', 'Entry', and 'Mass Entry'. The main content area has a blue header 'Transportation Information' and buttons for 'Save', 'Search', and 'List'. Below this are two sections: 'Travel To School' and 'Travel From School'. Each section contains a table with columns: Trip, M, T, W, R, F, Segment, Travel Type, Bus Number, Bus Route, Stop Number, Stop Time, Shuttle Stop, and Delete. The 'Travel To School' table has a red arrow pointing to its 'Bus Number' field. Below each table is a 'Stop Description:' field. At the bottom of the 'Travel From School' section, the 'Save' button is circled in red.