How to import a new bus record for the start of a new school year.

If your district adds an end date to the student's bus records and you want to start the new year with a new bus record with a new start of year date, here is how I accomplish this.

Note: I try to run the data mine report before the year end is processed. I do the import with the new start date after I am in the new school year.

- 1. Before year end is started I data mine from the district level or the school level depends on how you chose to do this all of the active students bus records.
- 2. Here is the data mine report fields



Here are the data mine report fields

•	Bus Data MS/ES Import file	Bus Data MS/ES Import file	<u></u>	PALMEJOAO)00 Y	
	Expand All Collapse All	Modify Details (displaying 6 of 6) View Printable Details				
	Report Information Ed	it Report Information				
	Report Name:	Bus Data MS/ES Import file	nclude Parar	neter Page: N	0	
	Report Title:	Bus Data MS/ES Import file	Re	eport Width: 14	42	
	Individual Student Only:	No	Show C	ounts Only: N	0	
	Student Status:	Active	Report	Orientation: La	andscape	
	Student NY Status:	Both				
	Students To Include:	Students with Data in at Least One Selected Field Area	Da	ate Created: 06	6/30/2016	
	Selected Field Areas:	Student Main Line				
	Default Entity:	Both	(Created By: Pa	almer, Joan	
	Excel Export:	Use Default Field Lengths				
	Student Class Status:	Active	Include	GRG Page: N	0	
	Limit U.S. Zip Codes:	No				
	Notes:					

Field Selection Edit Field Selection											
	Field	Ranges	Headings	Length	Sort						
Edit	Other ID		/ Other ID	12							
Edit	Student Last Name		Student / Last Name	30							
Edit	Student First Name		Student / First Name	17							
Edit	Grade		/ Gr	2							
Edit	Start Date	'08/02/21' to '12/31/9999'	Bus / Start Date	10							
Edit	Transported Y/N	'YES'	/ Transp	6							
Edit	Bus Miles		/ Miles	9							
Edit	AM Bus Number		AM Bus / Number	6							
Edit	PM Bus Number		PM Bus / Number	6							
Edit	Bus Information		Bus / Information	24							
Edit	End Date		Bus / End Date	10							

Once I have ran the data mine report and save it as an excel file, I edit the start date and change it to the new year student attendance start date and fill down and save the file as a .csv file. I usually copy my original file and save it for reference if need. I remove any of the extra fields I data mined if they are not needed. I add some for my reference and for ranges if needed. [You can choose what you want in your fule]

During the year end process I add an end date to the bus records.

After I am in the new school year ---- I am going to Administration/Skybuild/Imports



Click on Import File Builder



Here is the Skybuild import file fields

 Bus Start 	: Date	9			Bus Start Date		Student	Transpo	ortation				Palmer, Joan M	
Expand	All	Collaps	e Al	ll Vie	ew Printable Details									
Import	Import File(s) Add Import File													
Tra	▼ Transportation Data Edit File Delete File Data Preview													
-	File	Details												
	Data Type: Transportation Data Short Description: Transportation					File to Im File	File to Import: HS student bus list7.7.21.csv (07/07/2021 - 1:40: File Type: Comma Delimited					32 pm) Contains Header Line: Yes Print Details of Imported Records: No		
			Long	g Desc	ription: Transportation Data	Text Qua	lifier: None					I.		
Sub-Table Record Not Found: Write Error Purge bus stop and student bus for students processed: No Purge bus routes for students processed: No Allow Bus Stops to be created for a Student when a Transported value of 'No' is imported: No Maintain Single Current Year Transportation Record: No Do Not Carry Prior Values Forward to New Transportation Records for Fields Not Included in the Layout: No										i: No i: No i: No i: No t: No				
	Column Field				Area	Length	Format	Specified \	Value Ove	erwrite sting	Data Cross-Reference	Data Import Include/Export		
	Edit	Delete	F	01	Other ID	Stu Links	12	X(12)			-			
	Edit	Delete	+ +	02	Start Date	Transp	10	MM/DD/YYYY					Any Value	
	Edit	Delete	F +	03	Transported	Transp	3	Yes/No					Any Value	
	Edit	Delete	F +	04	Miles Transported	Transp	8	->>,>>9.99					Any Value	
	Edit	Delete	F +	05	AM Bus Number	Transp	6	X(6)					Any Value	
	Edit	Delete	F+	06	PM Bus Number	Transp	6	X(6)					Any Value	
	Edit	Delete	+	07	Transportation Category	Transp	5	X(5)					Any Value	

The .csv file has to be upload to the import template and next the field's links are matched to the import file fields. I try to build my excel file in the order I have import file setup for ease of matching.

Field Selection	n/Main	tenance						oi i i i 🙃
Q						Save	Back	
Field Areas	5	Field Areas	Field Areas	Field Area	IS	Field Areas		
Student Links Transportation								
Selected Field Area:	Descripti	A	dd Field:	ed Field O To The Bo	ottom O To The To Length:	op Add Field Format:	d To Import	
Fields to Import							Add Gap	
Move Column A	rea [Description	Length Format	Data Source		Overwrite	Delete 🔺	
1 St	tu Link (Other ID	12 X(12)	Import File 🗸 🗸			Delete	
	ransp S	Start Date	10 MM/DD/YYYY	Import File 🗸			Delete	
💠 3 Tr	ransp 1	Transported	3 Yes/No	Import File 🗸			Delete	
4 Tr	ransp	Miles Transported	8 ->>.>>9.99	Import File 🗸			Delete	
Data Preview - H 1 - Other ID.) Ot 003713245 003805342	IS stud her ID	ent bus list7.7.21.csv (07/07/2021 - 1 [Stu Links] 2 - Bus Start Date.) S 08/02/2021 08/02/2021	:40:32 pm) tart Date [Transp] <mark>3 -</mark> Y Y	Transp.) Transporte	ed [Transp] <mark>4 - M</mark> 2.5 2.5	Linke iles.) Miles T	ed Data:	[ransp] 5 - AM 11 3

I have not checked any of the overwrites option because I am in the new school year and I am creating a new bus record for the students.

Now the schools only have to make changes to the students that moved over the summer.

This also works if a bus number is changed but the students remain the same. You can mass change the bus number if needed.