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

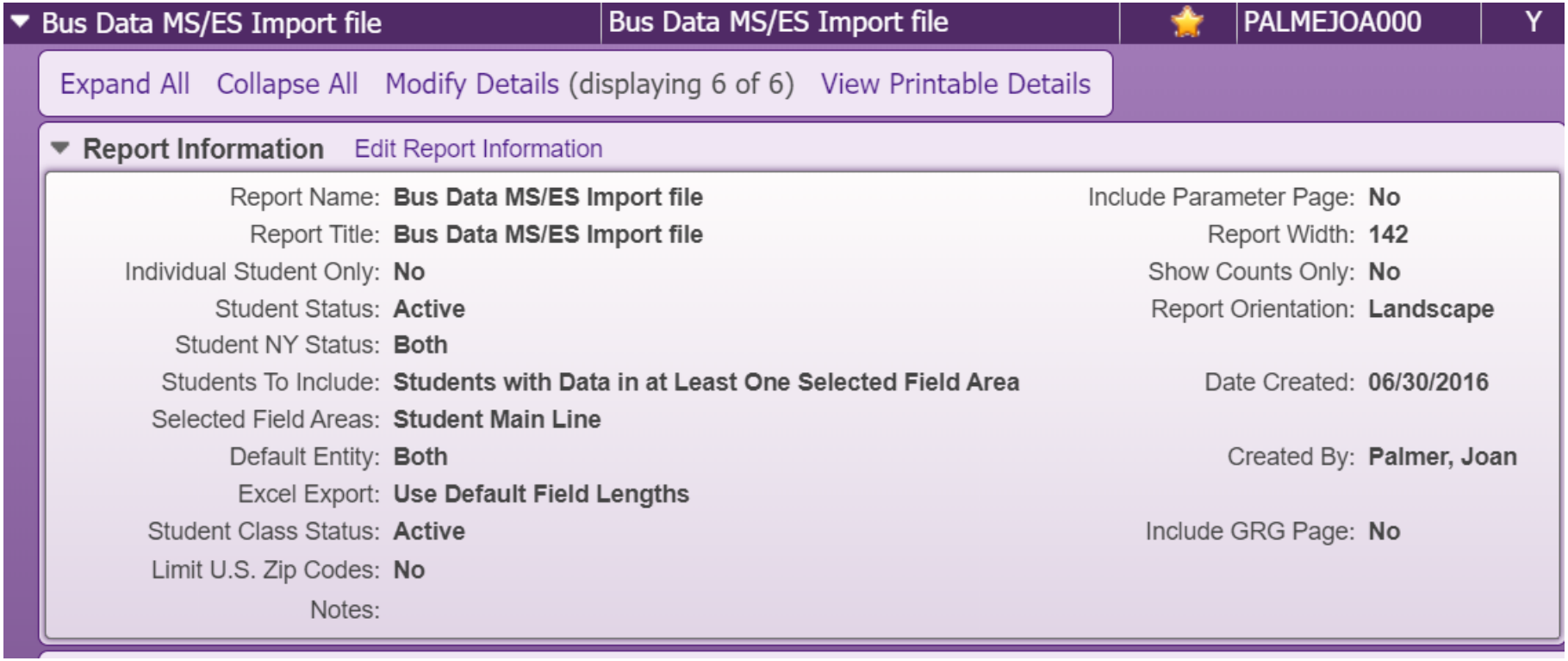
If your district adds an end date to the student's bus records and you want to start the new year with a new bus record with a new start of year date, here is how I accomplish this.

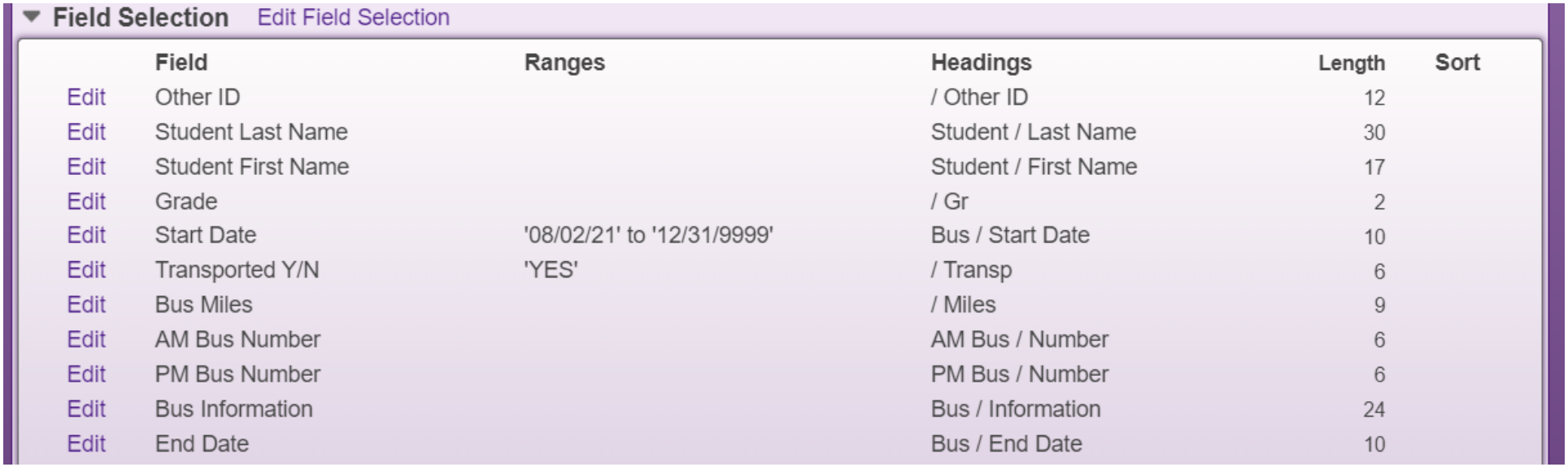
Note: I try to run the data mine report before the year end is processed. I do the import with the new start date after I am in the new school year.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Gr	State Student Number	Student Last Name	Student First Name	Student Middle Name	AM Bus Number	PM Bus Number	Transp	Bus Start Date	Bus End Date	Miles	Transp Cat	Bus Information

Here are the data mine report fields





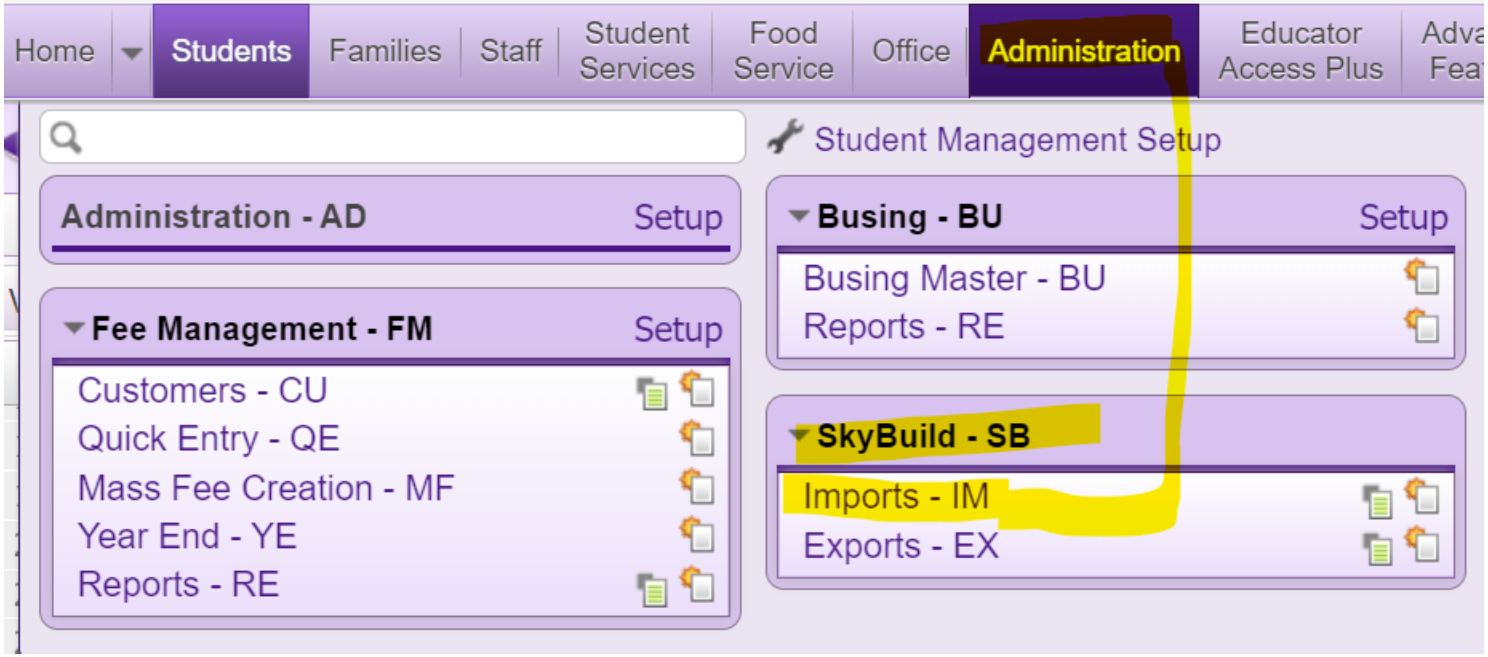
Field Selection Edit Field Selection

	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	

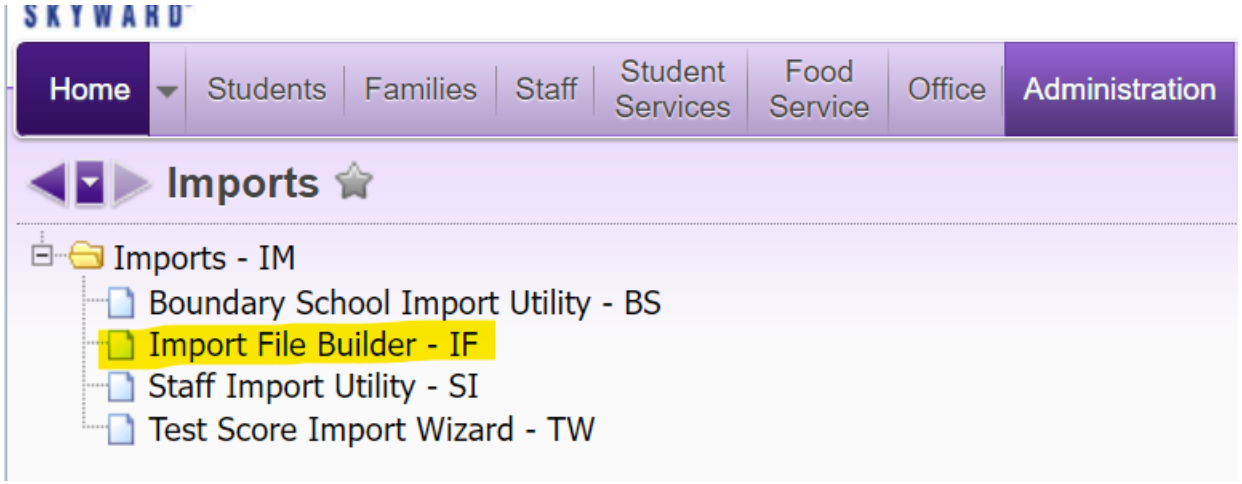
Once I have ran the data mine report and save it as an excel file, I edit the start date and change it to the new year student attendance start date and fill down and save the file as a .csv file. I usually copy my original file and save it for reference if need. I remove any of the extra fields I data 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.

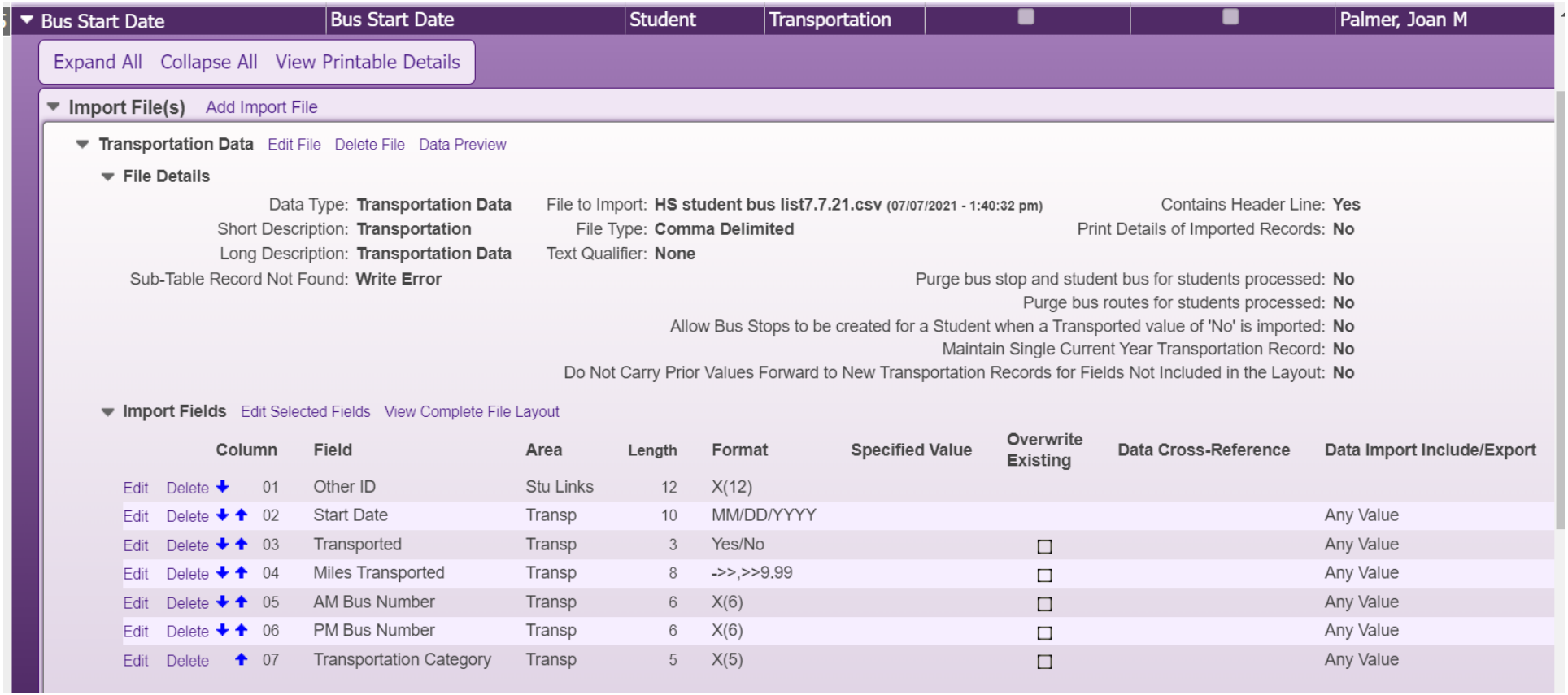
After I am in the new school year ---- I am going to Administration/Skybuild/Imports



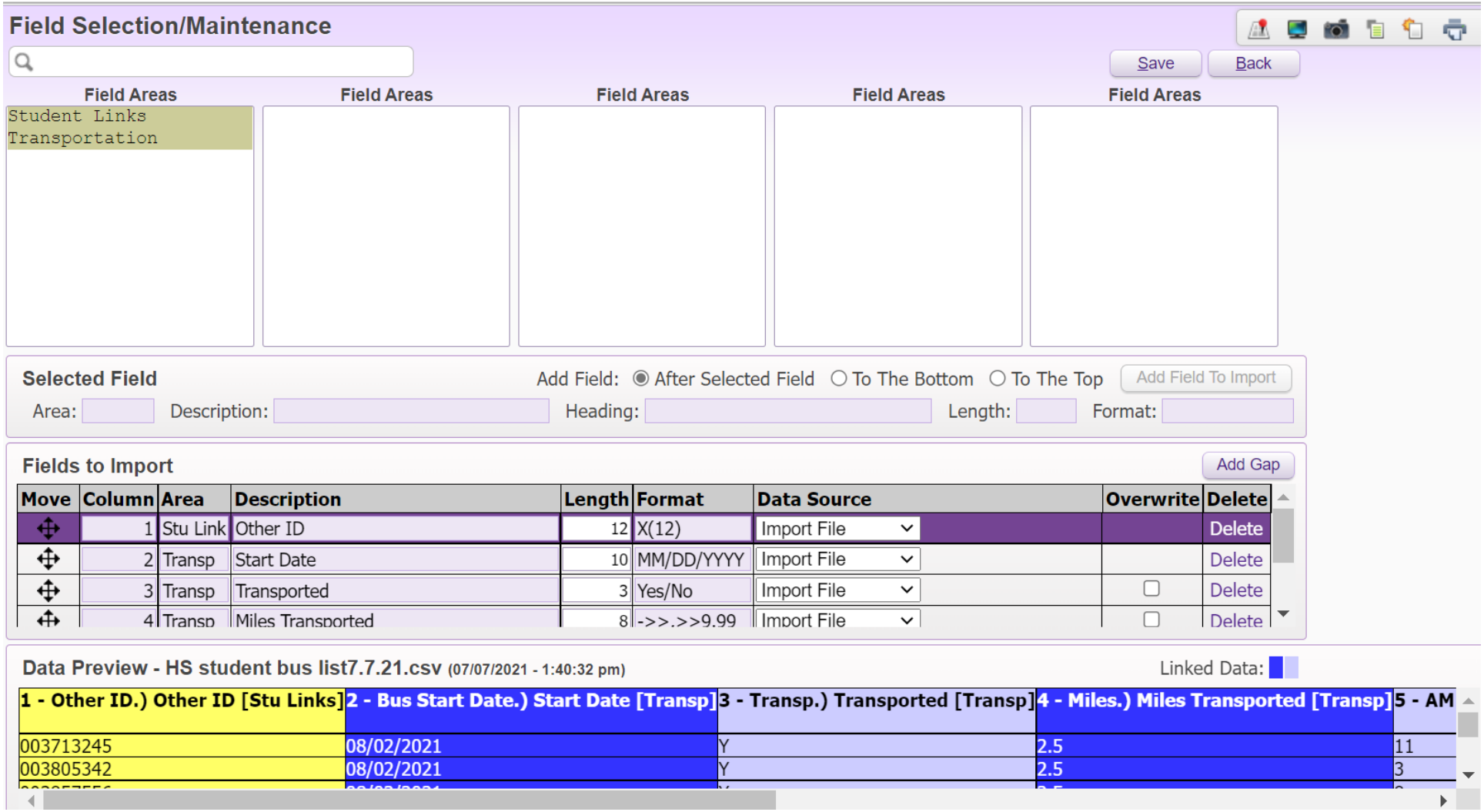
Click on Import File Builder



Here is the Skybuild import file fields



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.



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.