

## 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

▼ Bus Data MS/ES Import file      Bus Data MS/ES Import file      ★      PALMEJOA000      Y

[Expand All](#)   [Collapse All](#)   [Modify Details \(displaying 6 of 6\)](#)   [View Printable Details](#)

▼ **Report Information**   [Edit Report Information](#)

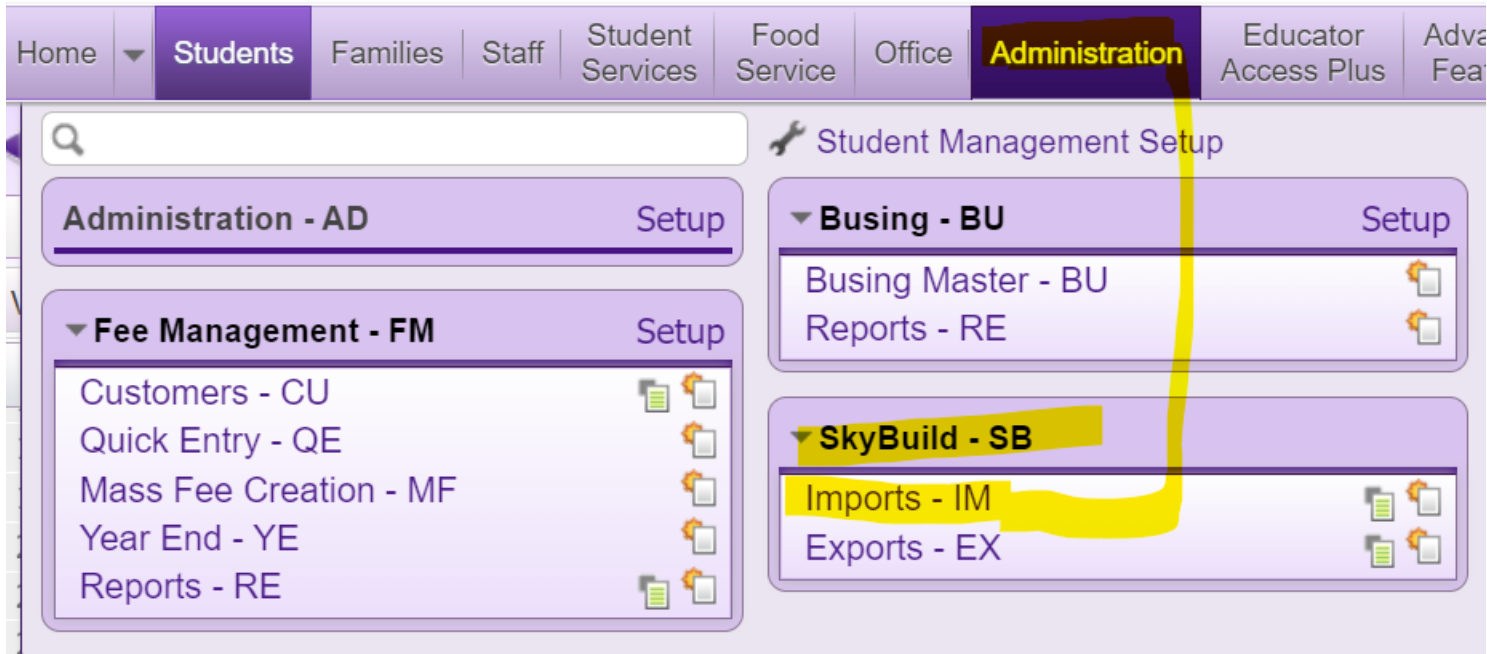
Report Name: <b>Bus Data MS/ES Import file</b>	Include Parameter Page: <b>No</b>
Report Title: <b>Bus Data MS/ES Import file</b>	Report Width: <b>142</b>
Individual Student Only: <b>No</b>	Show Counts Only: <b>No</b>
Student Status: <b>Active</b>	Report Orientation: <b>Landscape</b>
Student NY Status: <b>Both</b>	Date Created: <b>06/30/2016</b>
Students To Include: <b>Students with Data in at Least One Selected Field Area</b>	Created By: <b>Palmer, Joan</b>
Selected Field Areas: <b>Student Main Line</b>	
Default Entity: <b>Both</b>	
Excel Export: <b>Use Default Field Lengths</b>	
Student Class Status: <b>Active</b>	Include GRG Page: <b>No</b>
Limit U.S. Zip Codes: <b>No</b>	
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	

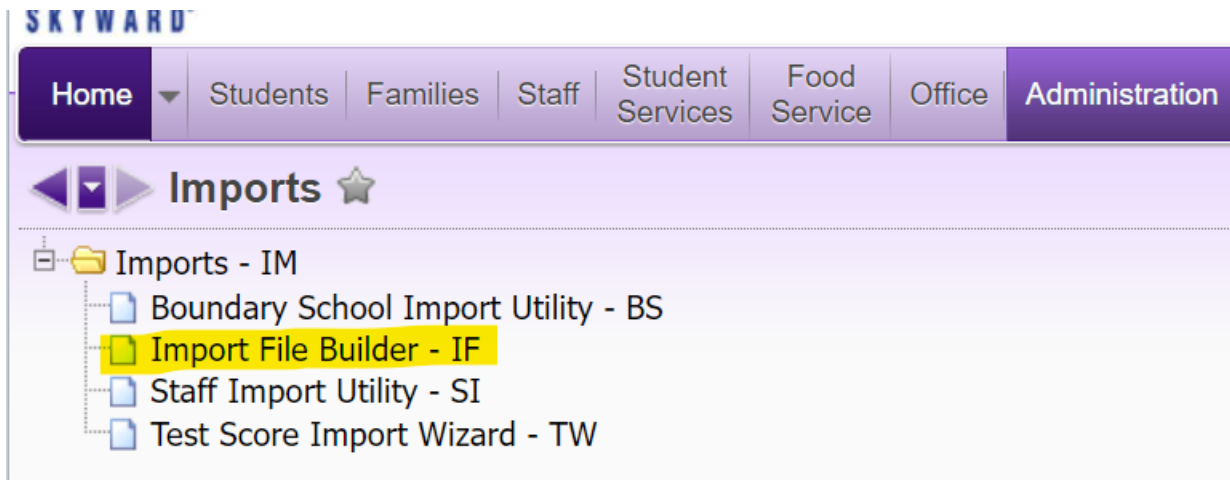
Once I have ran the data mine report and save it as an excel file, I edit the start date and change it to the new year student attendance start date and fill down and save the file as a .csv file. I usually copy my original file and save it for reference if need. I remove any of the extra fields I data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



### Field Selection/Maintenance

Search:

Save Back

Field Areas

Student Links  
Transportation

Field Areas

Field Areas

Field Areas

Field Areas

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**Selected Field** Add Field:  After Selected Field  To The Bottom  To The Top

Area:  Description:  Heading:  Length:  Format:

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**Fields to Import**

Move	Column	Area	Description	Length	Format	Data Source	Overwrite	Delete
↕	1	Stu Link	Other ID	12	X(12)	Import File	<input type="checkbox"/>	Delete
↕	2	Transp	Start Date	10	MM/DD/YYYY	Import File	<input type="checkbox"/>	Delete
↕	3	Transp	Transported	3	Yes/No	Import File	<input type="checkbox"/>	Delete
↕	4	Transp	Miles Transported	8	->>. >>>9.99	Import File	<input type="checkbox"/>	Delete

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**Data Preview - HS student bus list7.7.21.csv (07/07/2021 - 1:40:32 pm)** Linked Data:

1 - Other ID.) Other ID [Stu Links]	2 - Bus Start Date.) Start Date [Transp]	3 - Transp.) Transported [Transp]	4 - Miles.) Miles Transported [Transp]	5 - AM
003713245	08/02/2021	Y	2.5	11
003805342	08/02/2021	Y	2.5	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.