
Transportation

Skyward/EIS Reporting

— 2016 TNSUG Conference —

Transportation Data

- ❖ Transportation data is submitted in 3 reports
 - Buses Query - 015 Extract
 - Transportation Employees - 016 Extract
 - Average Daily Transportation (ADT) report - 045 Extract
- ❖ ADT report is acknowledged and approved separate from the attendance data
 - ADT period report – acknowledged by 15th of each month
 - **Year end ADT - approved by July 15**
- ❖ Any district that submits any one of the three reports must acknowledge and approve the ADT report
- ❖ All transportation data is updated daily
- ❖ Data is used to fund transportation in the basic education program (BEP) funding formula

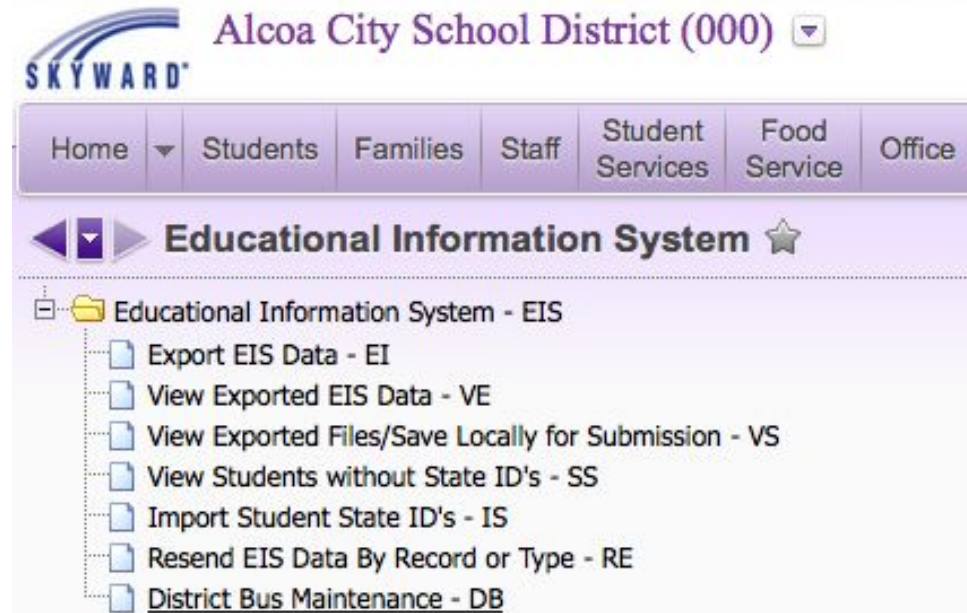
District Bus Records

015 EIS Extract

District Bus Maintenance

Found from Entity 000 under
State Reporting> Tennessee>EIS

WS\SR\TN\E\DB



District Bus Records

015 EIS Extract

**Use the Mass Clone District
Bus Info Year to Year Utility**

WS\SR\TN\PS\UT\DB



The screenshot shows a web browser window with the title "Mass Clone District Bus Info Year to Year - Entity 000 - WS\SR\TN\PS\UT\DB - 323...". The address bar displays the URL "https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseualcoatn/ssrtedit039.w?isPopup=tru". The page content is titled "Mass Clone District Bus Info Year to Year". It features two input fields: "* School Year to Clone From:" with the value "2015" and "* School Year to Clone To:" with the value "2016". To the right of these fields are two buttons: "Run" and "Back". Below the input fields, a note states "Asterisk (*) denotes a required field".

Mass Clone District Bus Info Year to Year

* School Year to Clone From: 2015

* School Year to Clone To: 2016

Run

Back

Asterisk (*) denotes a required field

District Bus Records

015 EIS Extract

Buses Query

Check current year bus
information

WS\SR\TN\E\DB

District Bus Maintenance (2015-16)								
Views: General		Filters: *Skyward Default						
Bus Number ▲	Bus Type	Fuel Type	Daily Miles One Way AM	Year Bus Became Operational	Specially Equipped	Inspected by TN Dept of Safety	Privately Owned	When
▶ 1S	A	Diesel	60	2014	Y	Y	N	
▶ 2	D	Diesel	320	1999	N	Y	Y	
▶ 3	D	Diesel	39	1999	N	Y	Y	
▶ 4	D	Diesel	520	2000	N	Y	Y	
▶ 5	D	Diesel	28	1999	N	Y	Y	
▶ 6	D	Diesel	52	2000	N	Y	Y	
▶ 8	D	Diesel	34	2001	N	Y	Y	

District Bus Records

015 EIS Extract

Buses Query

**Add or Edit Bus information for
each bus at your district**

WS\SR\TN\E\DB

Edit District Bus

District Bus Information

* School Year: 2015-16

* Bus Number: 1S

Bus Type: A Type A

Fuel Type: Diesel Diesel

Daily Miles: 60

Year Bus Became Operational: 2014

- ☒ Specially Equipped
- ☒ Inspected by TN Dept of Safety
- ☐ Privately Owned
- ☒ Wheel Chair Lifts
- ☐ Commercial Advertising
- ☒ Occupant Restraints
- ☒ Two-Way Communication
- ☐ Audio/Video Surveillance
- ☐ GPS System
- ☒ Air Conditioning

☐ Involved in Accident

Total Number of Accidents: 0

Number Personal Injury Accidents: 0

Number Treated and Released: 0

Number Hospitalized Overnight or Longer: 0

Number Fatalities on board: 0

Number Fatalities off board: 0

Property Damage Accidents: 0

Asterisk (*) denotes a required field

District Bus Records

016 EIS Extract

Transportation Employees

Update District Bus Staff Totals

WS\SR\TN\E\DB

District Bus Staff for 2016

Regular Drivers:

Bus Assistants:

Edit

Substitute Drivers:

☐ Bus Garage and Maintenance

Employed Bus Drivers with CDL:

☐ Mechanics Maintenance on Non-School Bus Vehicles

Contracted Bus Drivers with CDL:

Full Time Mechanics:

Average Daily Transportation (ADT) Report

EIS 45 Extract (Student Transportation)

- ❖ Completed by all districts who have students enrolled for transportation, regardless of who provides the transportation
- ❖ The ADT report Captures:
 - All grade K-12 students who meet the transportation criteria with the exception of the following:
 - Out of state, non-resident student
 - Pre-Kindergarten (unless special equipped bus rider)
 - Students that are **enrolled** for transportation must meet the following criteria:
 - Must be enrolled in grade K-12 and live 1½ miles or more from zoned school
 - Exception: All special education students transported on specially equipped buses regardless of the grade or the number of miles transported
 - Must be present for transportation
 - P – Present for Attendance
 - T – Excused Absence, but Present for Transportation
 - X – Unexcused Absence , but Present for Transportation
 - Isolated students will be identified under bus “ISO” and represents the district total

Student Busing Record

045 EIS Extract

WS\ST\TB\BU\ST

Home

Students

Families

Staff

Student Services

Food Service

Office

Administration

Educator Access Plus

Advanced Features

Federal/State Reporting

Custom Reports

Student Transportation

Historical Rank

TN/NCLB

Busing

Addresses

Transport

Bus Stops

Special Prgms

Food Service

Custom Forms

Discipline

Health

Activity

* Portfolio

Grad Reqs

Test Scores

Guidance

Edu Milestones

Vocational Ed

Locker

Picture

Task Manager

Student:

Grad Year (Grade): 2019 (09)

DOB (Age): 07/08/2001 (14)

Entity, School, Status: 006, 006, I

Default: 010, 010, A

Customize

CY Member: Yes

Other ID: 1900068

Gender: F

State ID:

Busing - Transport

Views: General Filters: *Skyward Default

Start Date	End Date	Transported	Transportation Category	Miles	Bus Info	AM Bus Nbr	PM Bus
07/30/2015		Yes		1.50		8	8
07/21/2014	05/22/2015	Yes		1.50		8	8

20 2 records displayed

Start Date:

Status Change

Add

Edit

Delete

Bus Notes (0)

All Notes (5)

Student Busing Record






045 EIS Extract

Average Daily Transportation


**Add or Edit Student
Transportation Data**

WS\ST\TB\BU\ST

Transportation Maintenance



Student:

* Start Date: 

☐ Add an End Date


* End Date:

☒ Transported?


Miles Transported:

AM Bus Number:

PM Bus Number:

Category: 

Bus Info:

Old NCLB Transportation Cat: 

Asterisk (*) denotes a required field

Data Mining Student Transportation Information

1. Data mine student transportation information (WS\ST\DM)
2. Send out to each school for updates
 - a. Highlight any changes you make in yellow.
 - b. If you need to add students please do so and highlight in green.
 - c. If a student needs to be deleted please highlight in red.
3. Receive updated spreadsheet
4. Delete all non import items
 - a. First and Last Name
 - b. Grade
 - c. Address
 - d. Withdrawal Date
5. Save as a Text file

Data Mining Student Busing Info

WS/ST/DM

<https://goo.gl/wYSjul>

The screenshot displays the 'Data Mining' application interface. At the top is a navigation bar with tabs: Home, Students (selected), Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. Below this is a 'Data Mining' header with navigation icons and a search bar. The main content area shows a report titled 'BUS # REPORT'. The 'Report Information' section includes details such as Report Name, Report Title, Individual Student Only status, Student Status, Student NY Status, Students To Include, Selected Field Areas, Default Entity, Excel Export, Student Class Status, Limit U.S. Zip Codes, Include Parameter Page, Report Width, Show Counts Only, Report Orientation, Date Created, Created By, and Include GRG Page. The 'Field Selection' section shows a table of fields, ranges, headings, lengths, and sort orders. The bottom status bar indicates '500' records and '84 records displayed'.

Home ▾ Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

◀ ▶ Data Mining ☆

Reports to Display: My Reports Only

Views: Report Information Filters: All Reports Quick Filter

Report Name ▴ Report Title Favorite Created By Editable I S Default C P R R
▼ BUS # REPORT BUS # REPORT ☆ DOSSEJEN000 Y N B Yes O P W O 197 L

Expand All Collapse All Modify Details (displaying 6 of 6) View Printable Details

▼ Report Information Edit Report Information

Report Name: BUS # REPORT Include Parameter Page: No
Report Title: BUS # REPORT Report Width: 197
Individual Student Only: No Show Counts Only: No
Student Status: Both Report Orientation: Landscape
Student NY Status: Both Date Created: 12/10/2013
Students To Include: All Students, Regardless of Any Data in the Selected Field Areas Created By: DOSSETT, JENNIFER
Selected Field Areas: Student Main Line
Default Entity: Yes Include GRG Page: No
Excel Export: Use Default Field Lengths
Student Class Status: Active
Limit U.S. Zip Codes: No

▼ Field Selection Edit Field Selection

	Field	Ranges	Headings	Length	Sort
Edit	Other ID		/ Other ID	12	
Edit	Student First Name		Student / First Name	17	
Edit	Student Last Name		Student / Last Name	30	
Edit	Grade		E/W / GR	3	
Edit	Address		/ Address	70	
Edit	Start Date	'05/23/15' to '12/31/9999'	Bus / Start Date	10	
Edit	Withdrawal Date		Withdrawal / Date	10	
Edit	Bus Miles		/ Miles Transported	17	
Edit	Transported Y/N	'YES'	/ Transp	6	
Edit	AM Bus Number		AM Bus / Number	6	
Edit	PM Bus Number		PM Bus / Number	6	

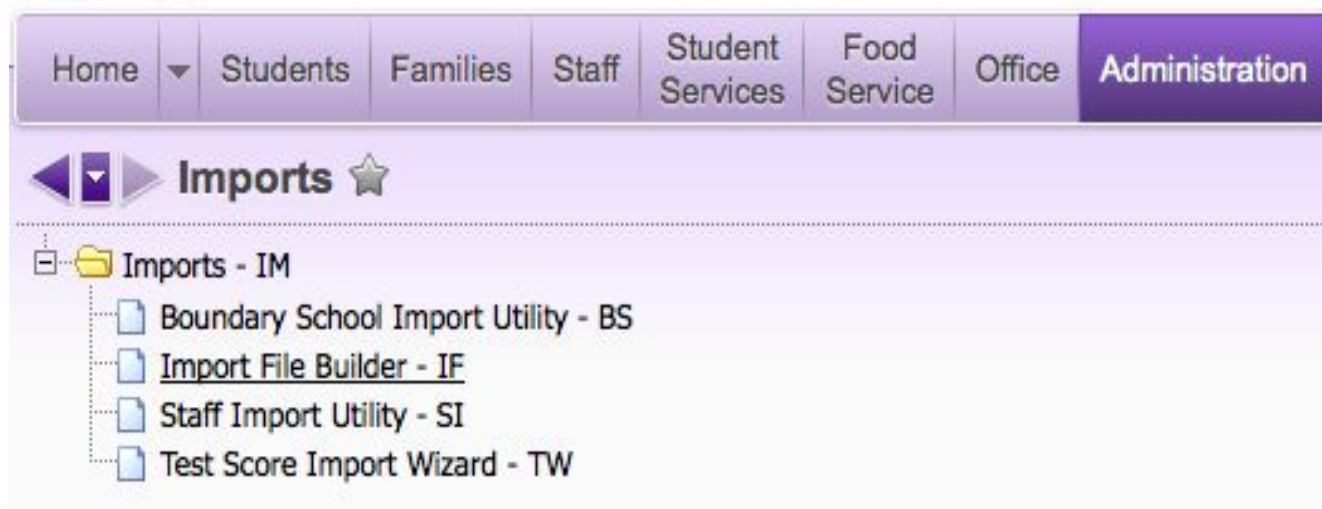
500 84 records displayed Report Name: A B C

Creating Student Busing Records

1. Go to Transportation Import File (WS\AD\SB\IM\IF\IF)
2. Drop Down and Expand All
3. Edit File
4. Browse
5. Upload
6. Save
7. Import
8. View Report

How To Setup A Transportation Import File

1. Setup import (WS\AD\SB\IM\IF\IF)



How To Setup A Transportation Import File continued

2. Add a new template

Import Interface Maintenance

Import Interface Options

System: Student

* Interface Name: Transportation

* Interface Description: Student Transportation Records

Product Type: Transportation

☒ Allow Other Users to Access this Import Interface

Automate Interface

☐ Automate this Import Interface

Asterisk (*) denotes a required field

Save

Back

How To Setup A Transportation Import File continued

3. Add Import File

The screenshot displays the 'Import File Builder' application window. At the top, there are tabs for 'Views' (set to 'General') and 'Filters' (set to 'Skyward Default Quick Filter'). Below this is a table with columns: Interface*, Description, System, Product Type, Allow Others, Automated, and Created By. The first row is expanded, showing a sub-table with an 'Import File(s)' section. In this section, the 'Add Import File' button is circled in orange. Below the button, it states 'No Import Files Exist for this Interface.' To the right of the main table, there is a vertical toolbar with buttons: Import, Add, Edit, Delete, Clone, Import Interface, Back, Save Interfaces to File, Load Interfaces from File, and Available Fields Report.

Interface*	Description	System	Product Type	Allow Others	Automated	Created By
▼ Transportation	Student Transportation Records	Student	Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOSSETT, JENNIFER S
<div>Expand All Collapse All View Printable Details</div> <div>▼ Import File(s) Add Import File</div> <div>No Import Files Exist for this Interface.</div>						
► Transportation	Transportation	Student	Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOSSETT, JENNIFER S

How To Setup A Transportation Import File

continued

4. Enter import file Details and Options

5. Browse and Upload text file

6. Save

Import File Maintenance

Import File Details

Data Type:

File Short Description:

File Long Description:

File Type: ☒ Delimited ☐ Fixed Width

Delimiter: Text Qualifier:

☒ Contains a Header in Line 1

☒ Print Details of Records Imported on Report

Import File Options

☒ Allow import of data for inactive students

☐ Purge bus stop and student bus for students processed

☐ Allow Bus Stops to be created for a Student when a Transported value of 'No' is imported

☐ Create New Sub-Table Record when Existing Record Not Found (ie Homeroom, Race, etc)

Import File

Import File Type: ☐ UNC ☐ FTP ☒ Upload

File to Import:

Last Upload:

Import File Upload

File Name: No file selected.

☐ Write Errors Encountered to an Error File

Delimiter: Text Qualifier:

Export Location:

☐ Output Header Line

Asterisk (*) denotes a required field

How To Setup A Transportation Import File continued

7. Setup Import Fields

Import File Builder

Views: **General** Filters: **Skyward Default Quick Filter**

Interface*	Description	System	Product Type	Allow Others	Automated	Created By
▼ Transportation	Student Transportation Records	Student	Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOSSETT, JENNIFER S

Expand All Collapse All View Printable Details

▼ **Import File(s)** Add Import File

▼ **Transportation Data** Edit File Delete File

▼ **File Details**

Data Type: **Transportation Data** File to Import: **None** Contains Header Line: **Yes**
Short Description: **Transportation** File Type: **Tab Delimited** Print Details of Imported Records: **Yes**
Long Description: **Transportation Data** Text Qualifier: **None**
Sub-Table Record Not Found: **Write Error** Purge bus stop and student bus for students processed: **No**
Allow Bus Stops to be created for a Student when a Transported value of 'No' is imported: **No**

▼ **Import Fields** **Edit Selected Fields** View Complete File Layout

No Fields Exist for this section.

► Transportation	Transportation	Student	Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOSSETT, JENNIFER S
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Import Add Edit Delete Clone Import Interface Back Save Interfaces to File Load Interfaces from File Available Fields Report

How To Setup A Transportation Import File

continued

8. Select import fields

9. Check to override

10. Save

Field Selection/Maintenance

Field Areas

Student Links
Transportation

Field Areas

Addresses
Bus Stops
Transport

Field Areas

Field Areas

Field Areas

Selected Field

Add Field: ☒ After Selected Field ☐ To The Bottom ☐ To The Top

Area: Description: Heading: Length: Format:

Fields to Import

Move	Column	Area	Description	Length	Format	Data Source	Override	Delete
	1	Stu Links	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	Miles Transported	8	->>, >>9.99	Import File	<input checked="" type="checkbox"/>	Delete
	4	Transp	Transported	3	Yes/No	Import File	<input checked="" type="checkbox"/>	Delete
	5	Transp	AM Bus Number	6	X(6)	Import File	<input checked="" type="checkbox"/>	Delete
	6	Transp	PM Bus Number	6	X(6)	Import File	<input checked="" type="checkbox"/>	Delete

How To Setup A Transportation Import File

continued

11. Double Check Overwrite Existing Record Values (edit if necessary)

The screenshot shows the 'Import File Builder' window. At the top, there's a toolbar with icons for help, search, and other functions. Below the toolbar, the 'Views' section is set to 'General' and 'Filters' is set to 'Skyward Default Quick Filter'. The main table displays the following data:

Interface*	Description	System	Product Type	Allow Others	Automated	Created By
▼ Transportation	Student Transportation Records	Student	Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOSSETT, JENNIFER S

Below the table, there are buttons for 'Expand All', 'Collapse All', and 'View Printable Details'. The 'Import File(s)' section shows 'Add Import File'. Under 'Transportation Data', there are options for 'Edit File' and 'Delete File'. The 'File Details' section includes:

- Data Type: Transportation Data
- File to Import: None
- Contains Header Line: Yes
- Short Description: Transportation
- File Type: Tab Delimited
- Print Details of Imported Records: Yes
- Long Description: Transportation Data
- Text Qualifier: None
- Sub-Table Record Not Found: Write Error
- Purge bus stop and student bus for students processed: No
- Allow Bus Stops to be created for a Student when a Transported value of 'No' is imported: No

The 'Import Fields' section shows a table with columns: Column, Field, Area, Length, Format, Specified Value, Overwrite Existing, and Data Cross-Reference. The 'Overwrite Existing' column is highlighted with a red box.

Column	Field	Area	Length	Format	Specified Value	Overwrite Existing	Data Cross-Reference
Edit Delete ↓	01 Other ID	Stu Links	12	X(12)			
Edit Delete ↓ ↑	02 Start Date	Transp	10	MM/DD/YYYY			
Edit Delete ↓ ↑	03 Miles Transported	Transp	8	-->>9.99		<input type="checkbox"/>	
Edit Delete ↓ ↑	04 Transported	Transp	3	Yes/No		<input type="checkbox"/>	
Edit Delete ↓ ↑	05 AM Bus Number	Transp	6	X(6)		<input type="checkbox"/>	
Edit Delete ↑	06 PM Bus Number	Transp	6	X(6)		<input type="checkbox"/>	

On the right side of the window, there are buttons for 'Import', 'Add', 'Edit', 'Delete', 'Clone', 'Import Interface', 'Back', 'Save Interfaces to File', 'Load Interfaces from File', and 'Available Fields Report'.

How To Setup A Transportation Import File continued

11.5 Edit Overwrite Existing Record Values

Field Maintenance

Transportation Data - Transported [Transp]

Get Data From
☒ Import File ☐ Specified Value

* Column: * Length:

☒ Overwrite Existing Record's Value

Data Cross Reference
File Value = Convert To

AddDelete

☒ Import Data when Existing Database Value is Anything

Import Data when Existing Database Value IncludesAddDelete

SaveResetBack

Asterisk (*) denotes a required field

How To Setup A Transportation Import File

continued

12. IMPORT

13. Review Report

Import File Builder

Views: General Filters: Skyward Default Quick Filter

Import

Interface*	Description	System	Product Type	Allow Others	Automated	Created By
▼ Transportation	Student Transportation Records	Student	Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOSSETT, JENNIFER S

Expand All Collapse All View Printable Details

▼ Import File(s) Add Import File

▼ Transportation Data Edit File Delete File

▼ File Details

Data Type: Transportation Data File to Import: None Contains Header Line: Yes

Short Description: Transportation File Type: Tab Delimited Print Details of Imported Records: Yes

Long Description: Transportation Data Text Qualifier: None

Sub-Table Record Not Found: Write Error Purge bus stop and student bus for students processed: No

Allow Bus Stops to be created for a Student when a Transported value of 'No' is imported: No

▼ Import Fields Edit Selected Fields View Complete File Layout

	Column	Field	Area	Length	Format	Specified Value	Overwrite Existing	Data Cross-Reference
Edit Delete	01	Other ID	Stu Links	12	X(12)			
Edit Delete	02	Start Date	Transp	10	MM/DD/YYYY			
Edit Delete	03	Miles Transported	Transp	8	X(8)		<input checked="" type="checkbox"/>	
Edit Delete	04	Transported	Transp	3	X(3)		<input checked="" type="checkbox"/>	
Edit Delete	05	AM Bus Number	Transp	6	X(6)		<input checked="" type="checkbox"/>	
Edit Delete	06	PM Bus Number	Transp	6	X(6)		<input checked="" type="checkbox"/>	

Available Fields Report

File Information

Transportation Data (SPED YE Bussing .txt) ==> Imported

Errors for Transportation Data - Transportation Data

Line #	Value	Error Message
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Data Imported for Transportation Data - Transportation Data

Student Key	Name	Rec Type	Values (Field:New Value[Old Value])
		Created	Start Date:07/30/2015[] Transported:Yes[No] Miles Transported:1.50[0.00]
		Updated	Miles Transported:1.50[1.00]
		Updated	Miles Transported:2.00[4.00] AM Bus Number:1S[SPED] PM Bus Number:1S[SPED]
		Created	Start Date:07/30/2015[] Transported:Yes[No] Miles Transported:2.50[0.00]
		Created	Start Date:07/30/2016[] Transported:Yes[No] Miles Transported:6.00[0.00]
			AM Bus Number:1S[] PM Bus Number:1S[]
		Updated	
		Created	Start Date:07/30/2015[] Transported:Yes[No] Miles Transported:2.00[0.00]
			AM Bus Number:1S[] PM Bus Number:1S[]
		Created	Start Date:07/30/2016[] Transported:Yes[No] Miles Transported:1.50[0.00]
			AM Bus Number:1S[] PM Bus Number:1S[]
		Created	Start Date:07/30/2016[] Transported:Yes[No] Miles Transported:2.50[0.00]
			AM Bus Number:1S[] PM Bus Number:1S[]
		Created	Start Date:07/30/2015[] Transported:Yes[No] Miles Transported:1.50[0.00]
			AM Bus Number:1S[] PM Bus Number:1S[]
		Updated	Miles Transported:1.50[1.00]
		Created	Start Date:07/30/2016[] Transported:Yes[No] Miles Transported:6.50[0.00]
			AM Bus Number:1S[] PM Bus Number:1S[]
		Created	Start Date:07/30/2015[] Transported:Yes[No] Miles Transported:6.50[0.00]
		Updated	Miles Transported:3.00[2.00]
		Updated	Miles Transported:6.50[1.50]
		Created	Start Date:07/30/2015[] Transported:Yes[No] Miles Transported:2.00[0.00]
		Created	Start Date:07/30/2016[] Transported:Yes[No] Miles Transported:6.50[0.00]
		Updated	
		Created	Start Date:07/30/2015[] Transported:Yes[No] Miles Transported:2.00[0.00]
		Created	Start Date:07/30/2016[] Transported:Yes[No] Miles Transported:6.50[0.00]
			AM Bus Number:1S[] PM Bus Number:1S[]
		Created	Start Date:07/30/2016[] Transported:Yes[No] Miles Transported:6.50[0.00]
			AM Bus Number:1S[] PM Bus Number:1S[]

Update Counts for Transportation Data - Transportation Data

Lines with Errors:	0
Record(s) Created:	14
Record(s) Updated:	7
Record(s) Unchanged:	0

Line(s) Imported:	21

***** End of report *****

Data Mining Student Transportation Information

1. Data mine student transportation information (WS\ST\DM)
2. Send out to each school for updates
 - a. Highlight any changes you make in yellow.
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3. Receive updated spreadsheet
4. Delete all non import items
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 - b. Grade
 - c. Address
 - d. Withdrawal Date
5. Save as a Text file

Creating Student Busing Records

1. Go to Transportation Import File (WS\AD\SB\IM\IF\IF)
2. Drop Down and Expand All
3. Edit File
4. Browse
5. Upload
6. Save
7. Import
8. View Report



Contact Information

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