
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

Alcoa City School District (000)

SKYWARD

Home Students Families Staff Student Services Food Service Office

Educational Information System

- Educational Information System - EIS
 - Export EIS Data - EI
 - View Exported EIS Data - VE
 - View Exported Files/Save Locally for Submission - VS
 - View Students without State ID's - SS
 - Import Student State ID's - IS
 - Resend EIS Data By Record or Type - RE
 - District Bus Maintenance - 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 following elements:

- Browser title bar: Mass Clone District Bus Info Year to Year - Entity 000 - WS\SR\TN\PS\UT\DB - 323...
- Address bar: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseualcoatn/ssrtnedit039.w?isPopup=tru>
- Page title: Mass Clone District Bus Info Year to Year
- Navigation icons: Home, Back, Forward, Print, Help.
- Form fields:
 - * School Year to Clone From: (highlighted)
 - * School Year to Clone To:
- Buttons: Run, Back
- Footnote: Asterisk (*) denotes a required field

District Bus Records

015 EIS Extract

Buses Query

Check current year bus
information

WS\SR\TN\E\IDB

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\TNE\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

Save

Back

Asterisk (*) denotes a required field

District Bus Records

016 EIS Extract

Transportation Employees

Update District Bus Staff Totals

WS\SR\TN\EI\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

The screenshot shows a web application interface for managing student busing records. The top navigation bar includes tabs for Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The main content area is titled "Student Transportation" and features a sidebar with a tree view of navigation options: Historical Rank, TN/NCLB, Busing (selected), Addresses, Transport (selected), Bus Stops, Special Prgms, Food Service, Custom Forms, Discipline, Health, Activity, * Portfolio, Grad Reqs, Test Scores, Guidance, Edu Milestones, Vocational Ed, Locker, Picture, and Task Manager.

The student profile section includes fields for Student ID, Grad Year (Grade): 2019 (09), DOB (Age): 07/08/2001 (14), Entity, School, Status: 006, 006, I, and Default: 010, 010, A. Below this are fields for CY Member: Yes, Other ID: 1900068, Gender: F, and State ID.

The "Busing - Transport" section displays a table of records. The table has columns for Start Date, End Date, Transported, Transportation Category, Miles, Bus Info, AM Bus Nbr, and PM Bus. Two records are shown:

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

At the bottom of the interface, there is a pagination control showing "20" and "2 records displayed", and a "Start Date:" field.

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 shows a web application interface for Data Mining Student Busing Info. The interface includes a navigation menu at the top with options like Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The main content area displays a list of reports, with the selected report 'BUS # REPORT' expanded to show details.

Report Information

Report Name: **BUS # REPORT**
 Report Title: **BUS # REPORT**
 Individual Student Only: **No**
 Student Status: **Both**
 Student NY Status: **Both**
 Students To Include: **All Students, Regardless of Any Data in the Selected Field Areas**
 Selected Field Areas: **Student Main Line**
 Default Entity: **Yes**
 Excel Export: **Use Default Field Lengths**
 Student Class Status: **Active**
 Limit U.S. Zip Codes: **No**

Include Parameter Page: **No**
 Report Width: **197**
 Show Counts Only: **No**
 Report Orientation: **Landscape**
 Date Created: **12/10/2013**
 Created By: **DOSSETT, JENNIFER**
 Include GRG Page: **No**

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:

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

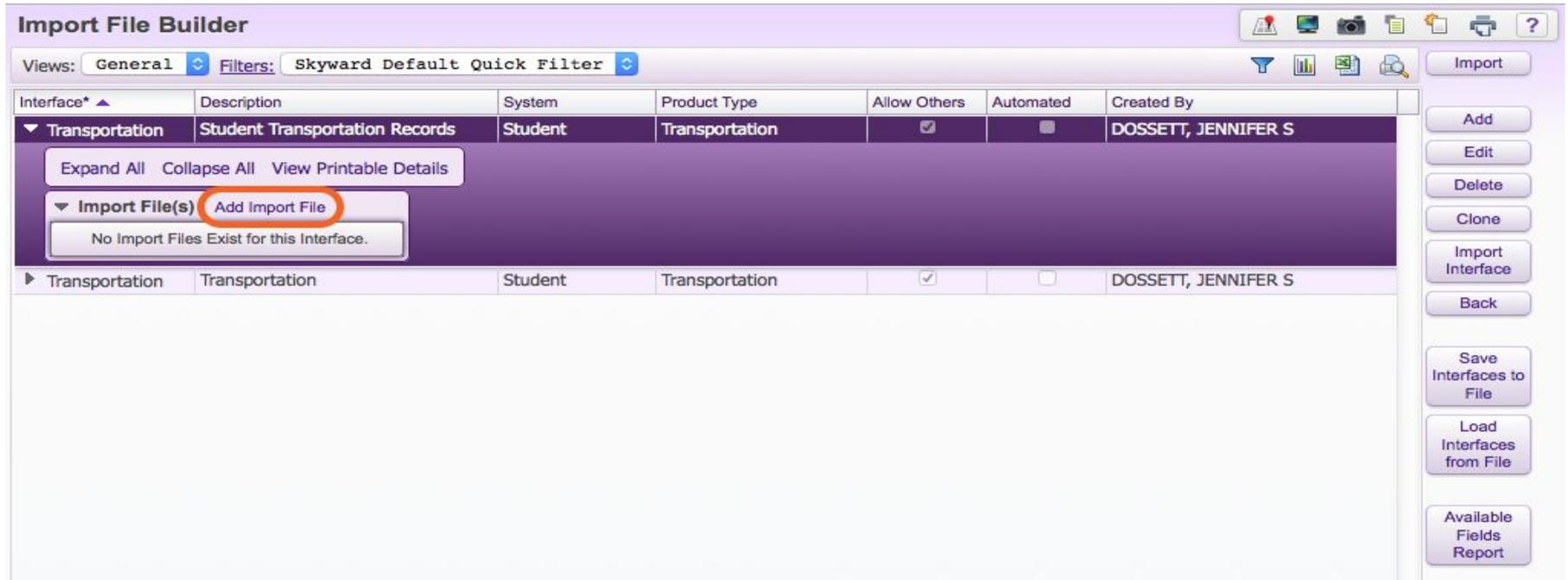
Save

Back

Asterisk (*) denotes a required field

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 navigation icons and a search bar. Below that, the 'Views' section is set to 'General' and 'Filters' is set to 'Skyward Default Quick Filter'. The main area contains a table with columns: Interface*, Description, System, Product Type, Allow Others, Automated, and Created By. The first row is expanded, showing a sub-menu with 'Expand All', 'Collapse All', and 'View Printable Details'. Below this, there is a section for 'Import File(s)' with an 'Add Import File' button circled in orange. A message below the button states 'No Import Files Exist for this Interface.' The table below shows a single row for 'Transportation' with 'Student' as the system and 'DOSSETT, JENNIFER S' as the creator. On the right side, there is a vertical toolbar with buttons for '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
Expand All Collapse All View Printable Details						
▼ Import File(s) Add Import File						
No Import Files Exist for this Interface.						
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 Contains a Header in Line 1

Delimiter: Text Qualifier: 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

The screenshot displays the 'Import File Builder' application window. At the top, the title bar reads 'Import File Builder'. Below the title bar, there are navigation elements: 'Views: General' and 'Filters: Skyward Default Quick Filter'. A toolbar on the right contains icons for search, filters, and help, along with an 'Import' button. The main content area features a table with columns: 'Interface*', 'Description', 'System', 'Product Type', 'Allow Others', 'Automated', and 'Created By'. The first row is expanded to show details for 'Transportation' data. Below the table, there are buttons for 'Expand All', 'Collapse All', and 'View Printable Details'. A large panel titled 'Import File(s)' is open, showing details for 'Transportation Data'. This panel includes sections for 'File Details' and 'Import Fields'. The 'Import Fields' section is highlighted with a red circle around the 'Edit Selected Fields' button. The 'File Details' section lists various settings such as 'Data Type: Transportation Data', 'File Type: Tab Delimited', and 'Text Qualifier: None'. The 'Import Fields' section currently shows 'No Fields Exist for this section.' On the right side of the application, a vertical stack of buttons includes '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

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 DOSSETT, JENNIFER S

How To Setup A Transportation Import File

continued

8. Select import
fields

9. Check to
override

10. Save

Field Selection/Maintenance

Save Back

Field Areas Field Areas Field Areas Field Areas Field Areas

Student Links
Transportation

Addresses
Bus Stops
Transport

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

Area: Description: Heading: Length: Format:

Fields to Import Add Gap

Move	Column	Area	Description	Length	Format	Data Source	Overwrite	Delete
↕	1	Stu Links	Other ID	12	X(12)	Import File		Delete
↕	2	Transp	Start Date	10	MM/DD/YYYY	Import File		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' application window. At the top, there are tabs for 'Views' (General) and 'Filters' (Skyward Default Quick Filter). Below this is a table with columns: Interface*, Description, System, Product Type, Allow Others, Automated, and Created By. The selected interface is 'Transportation' with description 'Student Transportation Records' and system 'Student'. Below the table are buttons for 'Expand All', 'Collapse All', and 'View Printable Details'. The main area is titled 'Import File(s)' and contains a section for 'Transportation Data'. Under 'File Details', there are settings for Data Type (Transportation Data), File to Import (None), File Type (Tab Delimited), and Print Details of Imported Records (Yes). Below this is a section for 'Import Fields' with a table of columns and fields. The 'Overwrite Existing' column is highlighted with an orange 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"/>	

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

Import Data when Existing Database Value is Anything

Import Data when Existing Database Value

Asterisk (*) denotes a required field

How To Setup A Transportation Import File

continued

12. IMPORT

13. Review Report

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

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"/>	

File Information

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

Errors for Transportation Data - Transportation Data

Line # Value Error Message

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

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

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



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(800) 495-4154 or (615) 532-6215

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