Student Bus Assignment

Last Modified on 10/22/2022 10:06 am CDT

Report Logic | Report Editor | Generate the Student Bus Report

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The Student Bus Assignment Report prints bus information for students in either list or badge form. The report can be generated based on bus number or teacher, and will print student transportation data as of the entered effective date. Use Avery Labels 74541 for best results when printing in badge format.

See the Printing Labels information for additional settings that may need to be modified prior to printing this report.

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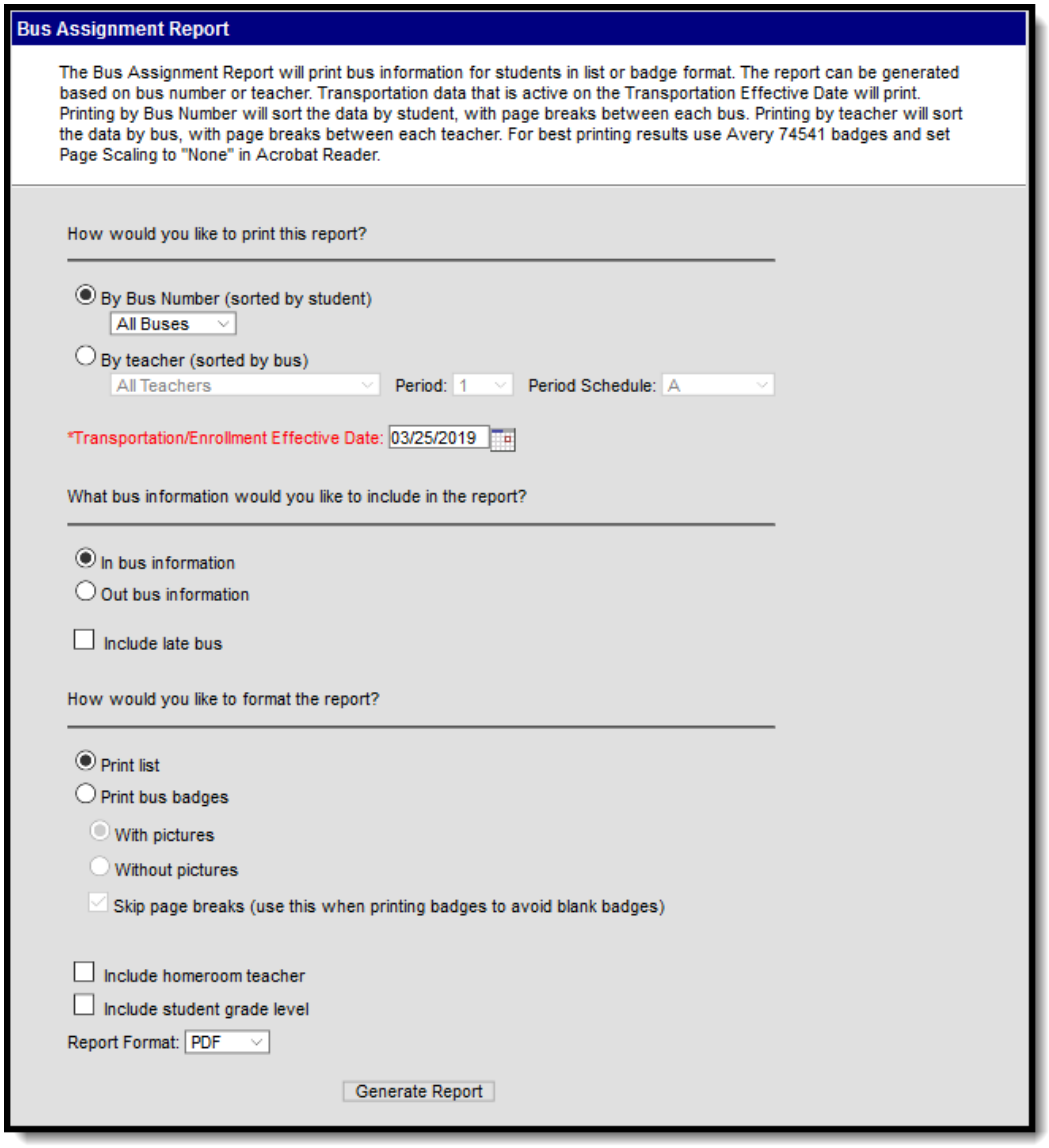

Student Bus Assignment Report

Report Logic

This report will print student transportation data entered on the Transportation tab as of the entered **Transportation/Enrollment Effective Date**. Only students who have active transportation records on the entered date will be included with the data from the transportation record active on that date.

Bus information looks first for the bus number, then a bus ID (internal identification number) for proper grouping.

Report Editor

The following information details the available options on the Student Bus Assignment Report.

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Option	Description
Print Selection	This report can be printed by **Bus Number** (sorted by student) or **by Teacher** (sorted by bus). When generating by Bus Number, select a specific bus number from the dropdown list, or leave the selection at All Buses. When generating the report by Teacher, select a specific teacher or leave the selection at **All Teachers**. Further sorting can be done by choosing a **Period** and a **Period Schedule**. Also enter a **Transportation/Enrollment Effective Date** in *mmddyy* format. This date is defaulted to the current date and will cause the report to only include students who are actively enrolled and have a transportation record as of the entered date.
Bus Information	This report can print **In bus Information** or **Out bus Information** as desired. In addition, **Late Bus** information can also be marked for inclusion on the report. Select the desired option.
Report Options	Determine how the report prints - in a **List** or as **Badges**. When printing as a badge, select options to include student pictures and to skip the printing of page breaks. Page breaks are inserted between buses when printing by bus, or between teachers when printing by teachers, unless the Skip Page Breaks options is selected. Also, determine if the report should include **homeroom teachers** and the **students' grade levels**. Then, choose how the report prints by selecting either PDF or DOCX from the **Report Format** field.

Generate the Student Bus Report

1. Select the appropriate option for printing this report - by **Bus Number** or **By Teacher**. Make additional teacher options as desired.
2. Enter a **Transportation/Enrollment Effective Date** in *mmddyy* format.
3. Determine which bus information to print - **In Bus** or **Out Bus** and/or **Late Bus**.
4. Select the appropriate options for the format of this report by choosing either the **Print List** or the **Print Bus Badges** options.
5. If the homeroom teacher should be printed on the report, mark the **Include homeroom teacher** checkbox.
6. If the student's grade level should be printed on the report, mark the **Include student grade level** checkbox.
7. Select the format for how the report should generate.
8. Click the **Generate Report** button.

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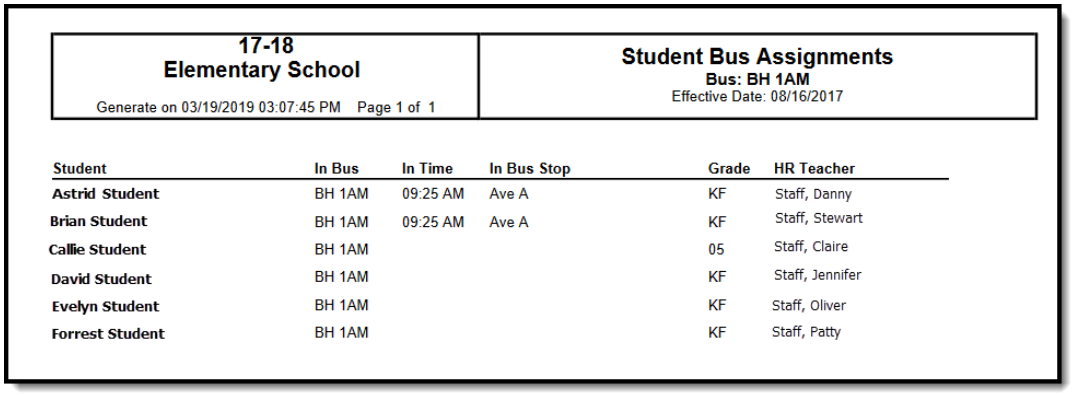
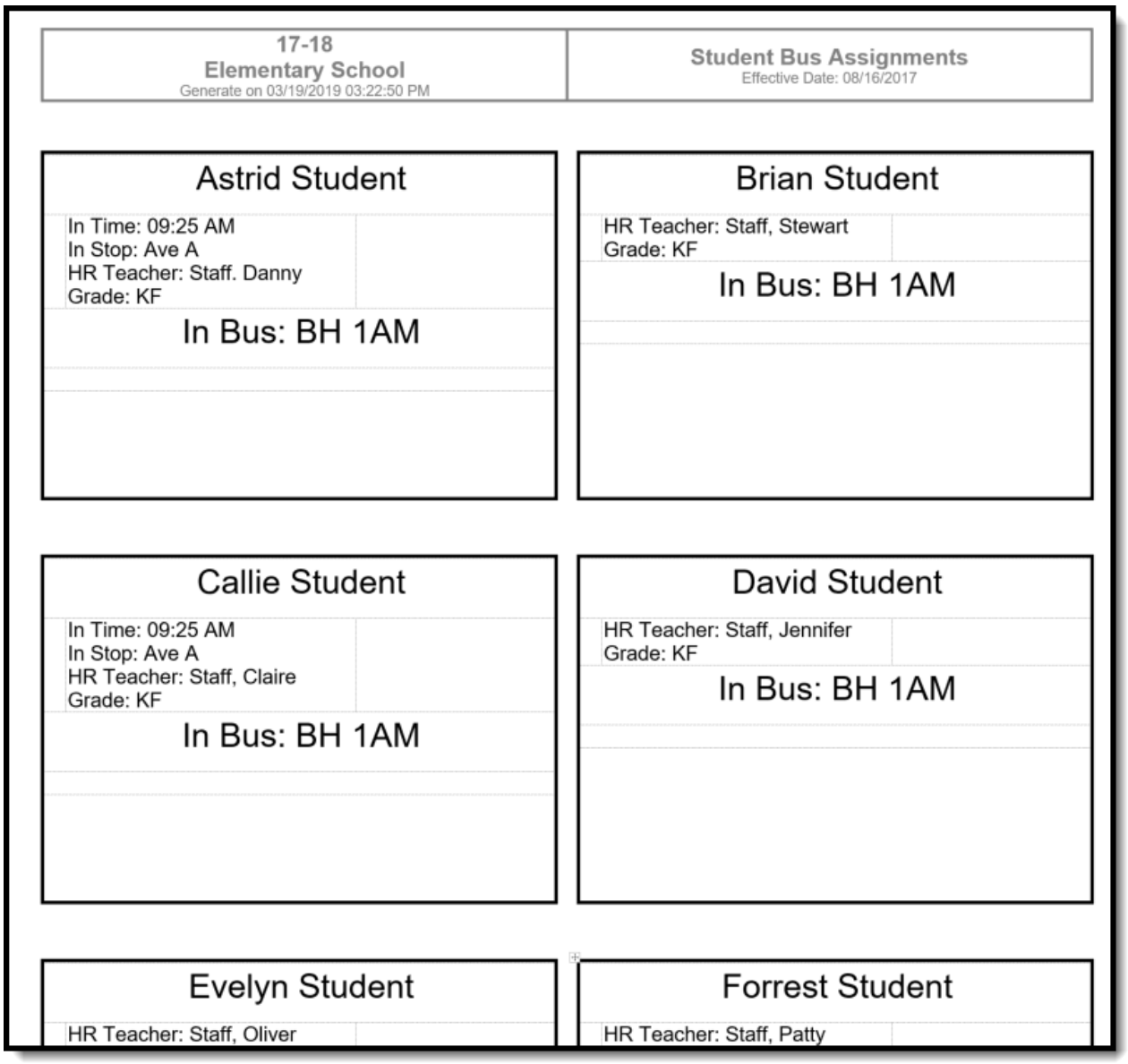


17-18
Elementary School
Generate on 03/19/2019 03:07:45 PM Page 1 of 1

Student Bus Assignments
Bus: BH 1AM
Effective Date: 08/16/2017

Student	In Bus	In Time	In Bus Stop	Grade	HR Teacher
Astrid Student	BH 1AM	09:25 AM	Ave A	KF	Staff, Danny
Brian Student	BH 1AM	09:25 AM	Ave A	KF	Staff, Stewart
Callie Student	BH 1AM			05	Staff, Claire
David Student	BH 1AM			KF	Staff, Jennifer
Evelyn Student	BH 1AM			KF	Staff, Oliver
Forrest Student	BH 1AM			KF	Staff, Patty

Student Bus Assignment - By Bus Number, In Bus Information, Print List, Homeroom Teacher, Student Grade Level



17-18
Elementary School
Generate on 03/19/2019 03:22:50 PM

Student Bus Assignments
Effective Date: 08/16/2017

Astrid Student
In Time: 09:25 AM
In Stop: Ave A
HR Teacher: Staff. Danny
Grade: KF
In Bus: BH 1AM

Brian Student
HR Teacher: Staff, Stewart
Grade: KF
In Bus: BH 1AM

Callie Student
In Time: 09:25 AM
In Stop: Ave A
HR Teacher: Staff, Claire
Grade: KF
In Bus: BH 1AM

David Student
HR Teacher: Staff, Jennifer
Grade: KF
In Bus: BH 1AM

Evelyn Student
HR Teacher: Staff, Oliver

Forrest Student
HR Teacher: Staff, Patty

Student Bus Assignment - By Teacher, Out Bus Information, Include Late Bus, Print Bus Badges without Pictures, Skip Page Breaks, Include Homeroom Teacher, Include Student Grade Level

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