

Transportation Summary

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The Transportation Summary Report prints bus or parking detail information for students who match the selected criteria. Students are included if there is transportation information and an active enrollment record as of the entered Transportation Enrollment Effective Date.

Transportation Summary Report

The Transportation Summary Report will print either bus or parking detail information for students that match the selected criteria. Students can be selected by grade level or Ad Hoc filter. Effective date will include students with active enrollments on the date selected. Students will be included in the report if they have transportation data for any of the fields selected.

What type of data would you like to include in the report?

Bus Information

<input checked="" type="checkbox"/> In Bus	<input checked="" type="checkbox"/> Out Bus	<input checked="" type="checkbox"/> Late Bus
<input checked="" type="checkbox"/> In Time	<input checked="" type="checkbox"/> Out Time	<input checked="" type="checkbox"/> Miles Transported
<input checked="" type="checkbox"/> In Bus Stop	<input checked="" type="checkbox"/> Out Bus Stop	

Parking Information

<input type="checkbox"/> Make	<input type="checkbox"/> Color	<input type="checkbox"/> Parking Permit
<input type="checkbox"/> Model	<input type="checkbox"/> Plate Number	

Which students would you like to include in the report?

Grade All Students

09
10
11
12

Ad Hoc Filter

***Transportation Effective Date:** 03/25/2019

How would you like the report sorted?

Student **Grade**

Report Format: PDF

Image 1: Transportation Summary Report

Report Logic

This report pulls data as entered for the selected criteria on the student's Transportation tab. The user determines if Bus information is reported or if Parking Detail Information is reported.

Report Editor

The following information defines the available options on the Transportation Summary Report.

Options	Description
Transportation Data	Parking and bus information is stored on the student's Transportation tab. Select the appropriate information to include on this report. Bus and Parking detail needs to be chosen in separate reports. All fields for a type of transportation are automatically selected. Remove the selection of fields as needed.
Student Selection	Students are selected by either a Grade Level or an Ad hoc Filter. Users are also required to enter a Transportation Effective Date which limits the students to those who have transportation records as of the entered date. This date is defaulted to the current date and can be modified by entering a new date in mmddyy format or use the calendar icon to select a date.
Sort Options	This report can be printed in Student order (alphabetical by last name) or in Grade Level order (lowest grade in calendar prints first). Determine the appropriate option.
Report Format	The report generates in PDF or DOCX format.

Generate the Report

1. Select the appropriate **Bus Information** or **Parking Information** to include on the report. Remove the selection of those items within the Bus or Parking detail that should not be included on the report.
2. Select the students to include on the report by selecting **Grade levels** or an **Ad hoc Filter**.
3. Enter a **Transportation Effective Date** in *mmddyy* format.
4. Select how the report should be sorted - by **Student** or by **Grade** level.
5. Select the desired **Report Format** - PDF or DOCX.
6. Click the **Generate Report** button.

17-18 Elementary School		Transportation Summary Report						
Generated on 03/19/2019 03:42:24 PM Page 1 of 12		Bus Information All Grades Effective Date: 08/16/2017						
Student	In Bus	In Time	In Bus Stop	Out Bus	Out Time	Out Bus Stop	Late Bus	Miles Transported
Student, Evan (05)	BH 2AM			BH 2PM				
Student , Hanat (05)	BHS 1AM			BHS 1PM				
Student , Andrea (05)	BH 4AM			BH 4PM				
Student , BreannaLee (05)	BH 2AM			BH 2PM				
Student , Charles (05)	BH 9AM			BH 9PM				
	BH 9AM			BH 9PM				

Image 2: Transportation Summary Report - Bus Information (In Bus, In Time), Students by Grade Level, Sorted by Student

17-18 High School Generated on 03/19/2019 03:47:07 PM Page 1 of 46			Transportation Summary Report Bus Information All Grades Effective Date: 08/16/2017					
Student	In Bus	In Time	In Bus Stop	Out Bus	Out Time	Out Bus Stop	Late Bus	Miles Transported
Student, Anna (09)	THS 12AM			THS 12PM				
Student, Ben (09)	THS 18AM			THS 18PM				
Student, Charlotte (09)	THS 14AM			THS 14PM				
Student, Damon (09)	THS 18AM			THS 18PM				
Student, Emma (09)	THS 14AM			THS 14PM				
Student, Floyd (09)	THS 16AM			THS 16PM				

Image 3: Transportation Summary Report - Bus Information, Students by Grade Level, Sorted by Grade