

## **Transportation Summary**

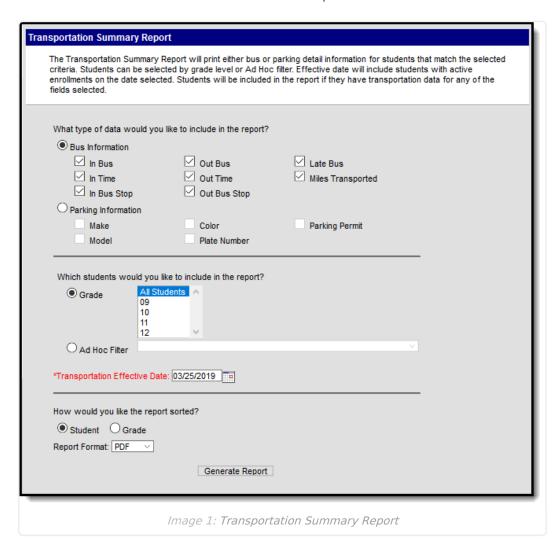
Last Modified on 10/22/2022 10:06 am CDT

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Classic Path: System Administration > Transportation > Reports > Transportation Summary

**Search Terms:** Transportation Summary

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.



## 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**

- 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 Generated on 03/19/2019 03:42:24 PM Page 1 of 12				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, 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				
	BH 9AM			BH 9PM				
Student , Charles (05)	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