

Transportation Import Template Guide



The Transportation Import uses an Excel Spreadsheet Template to import Transportation data into the Transportation tab of the Student Profile Page. The Import may be used to add transportation records or update existing records. The column headings on the template correspond to the following elements on the Transportation Tab.

Edit Student Profile
From this screen, you can display and change information regarding a students profile.

GeneralAdditionalCustomPrivateFS-StandingFS-AttendanceFD-AttributesFN-AttributesFN-GraduateTransportation

SaveCancel

Last Modified: 01/5/2017 2:40 PM by User: amy.recker

Parking Permit:

Assigned Space:

Vehicle Description:

License Plate:

Vehicle 2 Description:

License Plate 2:

Vehicle 3 Description:

License Plate 3:

Driver's License Number:

State:

Primary Bus:

Number:

Pick-up Time:

Drop-off Time:

Stop Location:

Bus Route:

Alternate Bus:

Number:

Pick-up Time:

Drop-off Time:

Stop Location:

Bus Route:

Comments:

Distance To School:

Transportation:

☐ Student Drives ☐ Student is Bussed ☐ Student Walks

Distance student was transported from residence to school building:

Countweek Transportation Days

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

General Update Rules

When completing the spreadsheet in preparation for an update, the following rules apply:

1. The Excel spreadsheet file needs to be saved in the .xlsx format.
2. The Transportation is only available at the building level. When completing your spreadsheet, it needs to be specific to the building you're working in.
3. When updating, if a column in the spreadsheet is empty, that field on the transportation record will not be updated. This way, you can update only those fields you wish to update such as bus numbers without effecting the rest of the fields on the record.
4. When inserting records, if a field is left blank on the spreadsheet, the field will either be left blank on the record or defaulted to the standard default value for the field.
5. Student number is required for each row on the spreadsheet. The school and school year will be determined from the building in context. Records are imported at the building level.

Template Columns

Transportation Element	Template Column	Description	Acceptable Values
Student Number	StudentNumber	Student's ID number	9 characters exclusive of leading zeroes
Parking Permit	ParkingPermit	Student's parking permit number	Up to 4 characters
Assigned Space	AssignedSpaces	Assigned Space number	Up to 32 characters, values can be comma separated for multiple spaces
Vehicle Description	VehicleDescription	Description of student's vehicle	200+ characters
License Plate	LicensePlate	License Plate number of vehicle	Up to 12 characters
Vehicle Description 2	VehicleDescription2	Description of second student's vehicle	200+ characters
License Plate 2	LicensePlate2	License Plate number of second vehicle	Up to 12 characters
Vehicle Description 3	VehicleDescription3	Description of third student's vehicle	200+ characters
License Plate 3	LicensePlate3	License Plate number of third vehicle	Up to 12 characters
Driver's License Number	DriversLicenseNumber	Student's driver's license number	Up to 35 characters
Comments	Comments	General Comments	200+ characters
Student Drives	IsStudentDriver	Indicates if the student drives to school	True, false, yes, no, Y,N,1,0
Student is Bussed	IsStudentBussed	Indicates if the student is bussed to school	True, false, yes, no, Y,N,1,0
Student Walks	IsStudentWalker	Indicates if the student walks to school	True, false, yes, no, Y,N,1,0
Distance to School	DistanceToSchool	Text describing the student's distance to school	Up to 50 characters
Bus Number 1	BusNumber	1 st Bus number	Up to 4 characters
CountWeek Transportation Days – Indicates whether the student was transported on each day during count week			
Monday	TranCntWkM	Transported on Monday	True, false, yes, no, Y,N,1,0
Tuesday	TranCntWkT	Transported on	True, false, yes, no,

Transportation Element	Template Column	Description	Acceptable Values
		Tuesday	Y,N,1,0
Wednesday	TranCntWkW	Transported on Wednesday	True, false, yes, no, Y,N,1,0
Thursday	TranCntWkR	Transported on Thursday	True, false, yes, no, Y,N,1,0
Friday	TranCntWkF	Transported on Friday	True, false, yes, no, Y,N,1,0
Distance student was transported from residence to School building	DistanceTransported	Used for EMIS reporting by Community Schools. Indicates the distance student is transported to the School	** - Student was not transported L1 – Less than one mile M1 – More than one mile but less than one and a half miles L2 – Between one and a half miles and two miles, Inclusive M2 – More than two miles
Bus Number 2	SecondBusNumber	2 nd Bus number	Up to 4 characters
Primary Stop Location	PrimaryStopLocation	Description of the Primary Stop Location	200+ characters
Alternate Stop Location	AltStopLocation	Description of the Alternate Stop Location	200+ characters
Primary Bus Route	PrimaryBusRoute	Description of the Primary Bus Route	200+ characters
Alternate Bus Route	AltBusRoute	Description of the Alternate Bus Route	200+ characters
Primary Pickup Time	PrimaryPickupTime	Primary Pickup Time	8 characters in smalldatetime format 06:15 AM
Alternate Pickup Time	AltPickupTime	Alternate Pickup Time	8 characters in smalldatetime format 06:30 AM
Primary DropOff Time	PrimaryDropOffTime	Primary DropOff Time	8 characters in smalldatetime format 02:15 PM
Alternate DropOff Time	AltDropOffTime	Alternate DropOff Time	8 characters in smalldatetime format 02:30 PM

Running the Transportation Import

With a completed spreadsheet available (.xlsx format), put the building in context and navigate to

StudentInformation > Management > Import/Export > Transportation Import

ProgressBook

StudentInformation > Management > Import/Export > Transportation Import

Student Transportation Import

Browse...

Upload

Click the Browse button to search for your upload file. Once selected, click Upload to import your transportation records. If the import encounters any errors on any row in the import file, a grid will be displayed on the page to indicate the row number, column, value and the error message associated with the row. You may correct the errors in your spreadsheet and import the file again. If errors occur, the errors may look something like this:

Student Transportation Import

Invalid Data found, please review spreadsheet.			
Error	Column	Value	Row Number
StudentNumber was not found	StudentNumber	701012217	2
String was not recognized as a valid Boolean.	IsStudentDriver	Maybe	2
String was not recognized as a valid Boolean.	IsStudentBussed	Maybe	2
String was not recognized as a valid Boolean.	IsStudentWalker	MAYBE	2
StudentNumber was not found	StudentNumber	10513	3
StudentNumber was not found	StudentNumber	701009633	4