

registration_bus_info

Table of Contents

The Bus Information window displays a student's bus information, including eligibility, route, and special education information (if applicable).

Physical Address	If the mailing and physical addresses are not the same, type the physical address, up to 60 characters. **NOTE:** If Attendance Zones are used in the district, the student's **Physical** address will be validated against the campus Attendance Zones. If the student's **Physical** address is not within a street segment as defined on the campus Attendance Zones page, the student cannot be enrolled.

Enter bus information:

1. From any tab on the Student Enrollment page, click Bus Info. The Bus Information window opens.

2. In the Eligible field, click drop-down arrow to select the code indicating the student's eligibility to ride the school bus.

3. The following fields are user-defined:

● In the Route field, type the code indicating the bus route on which the student rides. The field can be up to three characters.

● In the Pickup Stop field, type the code identifying the bus stop where the student is picked up for school. The field can be up to six characters.

● In the Pickup Assgnd field, type the code indicating if the student’s pickup bus stop is assigned. The field is one character.

● In the Pickup Route field, type the code identifying the student's bus route when he is picked up for school. Leave the field blank unless the Pickup Route is different from Route and you maintain both pickup and drop-off route fields. The field can be up to six characters.

● In the Seat field, type the code indicating the school bus seat assigned to the student. The field can be up to three characters.

● In the Run field, type the run number of the student's bus route. Typically, each bus route consists of several runs. The field is one character.

● In the Dropoff Stop field, type the code identifying the bus stop where the student is dropped off from school. Leave the field blank unless you maintain both pickup and drop-off stop information. The field can be up to six characters.

● In the Dropoff Assigned field, type the code indicating if the student’s drop-off bus stop is assigned. The field is one character.

● In the Dropoff Route field, type the code identifying the student's bus route when he is dropped off from school. Leave the field blank unless the Dropoff Route is different from Route and you maintain both pickup and drop-off route fields. The field can be up to six characters.

4. The Special Education fields display information from the Special Education application if applicable. The data can be updated in Special Education on the Maintenance > Student Sp Ed Data > Current Year > Program Information tab under Related Services.

● The Transportation field indicates if the student is eligible for special education transportation.

● The Special Seating field indicates if the school provides the student any special chairs or seating equipment. If the school provides a wheelchair, the Special Seating and Wheelchair fields are selected.

● The Wheelchair field indicates if the student uses a wheelchair.

5. Click OK to close the window. The changes are not saved until you click Save on the Student Enrollment page.

Note: You can print the Student Bus Information report (SRG1300) to obtain a list of the bus transportation information entered for each student.


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Back Cover