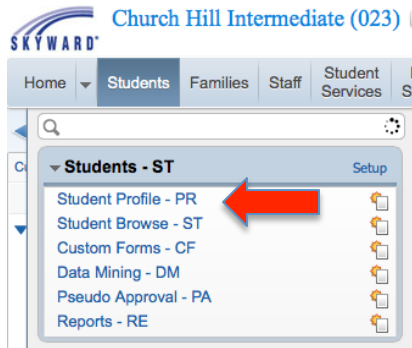
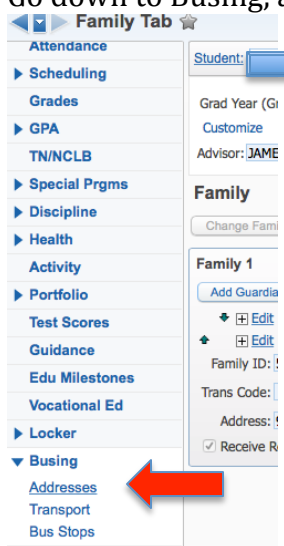


## Entering Bus Information and Coding Out of Zone and Non-Resident Students in Skyward

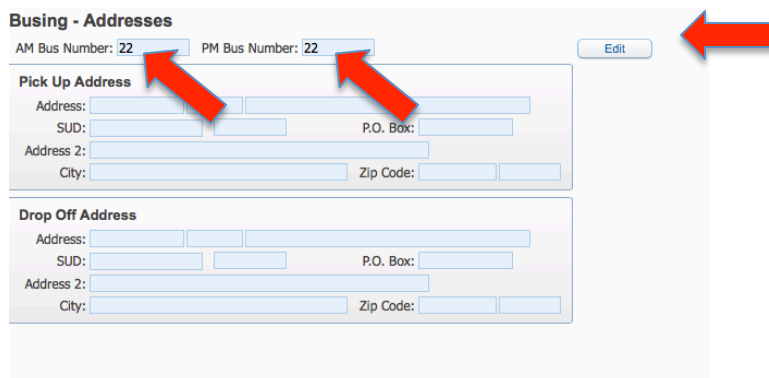
- Go to Students, Student Profile



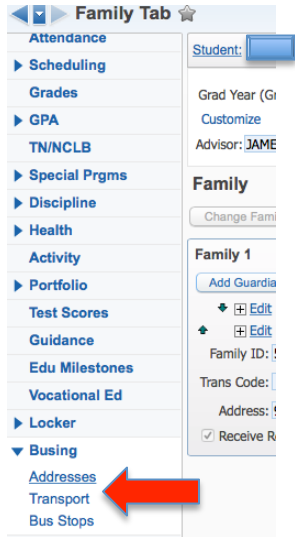
- Go down to Busing, and click on Addresses



- Click the "Edit" button on the right. For any student who may possibly ride a bus (excluding Out-Of-Zone and Non-Resident students), enter his/her AM and PM bus number. The AM number is the number of the bus that picks the child up in the morning, and the PM number is the number of the bus that drops the child off after school. Only enter one number in each field. Click "Save" when finished.



- Under the word “Busing” click “Transport.”



- Be sure the student has a start date, Transported says “Y” if the student could possibly ride a bus, and the number of miles (one way) is correct.

**Busing - Transport**

Views: General Filters: \*Skyward Default

Start Date	End Date	Transported	Transportation Category	Miles	Bus Info	Old NCLB Transportation
08/04/2014		Y		3.00		01

Three red arrows point to the Start Date, Transported, and Miles columns in the table.

- If it isn't correct, click “Edit” and update with the correct information.
- If this information is missing or you are entering it for a new student, click “Add”.

Student: [Name]

Start Date: 06/17/2015  Add an End Date \* End Date: [ ]

Transported? Miles Transported: 0.00

Category: [ ]

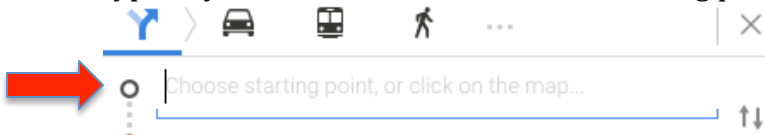
Bus Info: [ ]

Old NCLB Transportation Cat: 01

Asterisk (\*) denotes a required field

- The start date is the day the student enrolled at your school. The miles transported is the distance the child lives from your school. If you are unsure of the miles, you can check from the “Address” section under “General”. Next to the student’s address is a picture of a globe . Clicking this will open Google Maps in a new window. Once it loads, click the word “Directions” and

type in your school's address for the starting point.



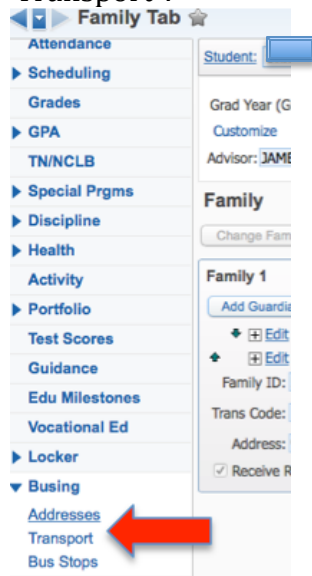
- Be **absolutely certain** that you click the box next to "Transported?".

A screenshot of a form with the following fields: "Student:" (text input), "\* Start Date:" (calendar icon, value: 06/17/2015), "Add an End Date" (checkbox), "Transported?" (checkbox), "Category:" (dropdown menu), and "Bus Info:" (text input). A red arrow points to the "Transported?" checkbox. Below the form, it says "Asterisk (\*) denotes a required field" and "Old NCLB Tr".

- Once you are finished, click "Save".

Instructions for "Out of Zone" and "Non-resident" students.

- If a student is out of zone or a non-resident, by policy, he/she cannot ride a bus. Do NOT enter a bus number for these students. Click on the word "Transport".

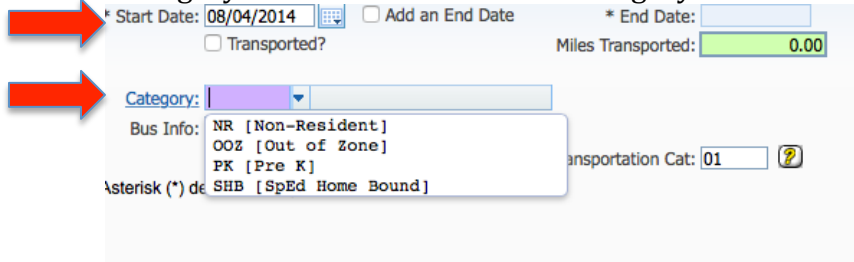


- If the student was previously a bus rider, "Edit" and check the box "Add an End Date". Then enter an end date for the last day he/she was eligible to ride a bus. Then click "Save".

A screenshot of a form with the following fields: "\* Start Date:" (calendar icon, value: 08/04/2014), "Add an End Date" (checkbox), "\* End Date:" (calendar icon), "Miles Transported:" (text input, value: 3.00), "Category:" (dropdown menu), and "Bus Info:" (text input). A red arrow points to the "Add an End Date" checkbox. Below the form, it says "Asterisk (\*) denotes a required field" and "Old NCLB Transportation Cat: 01".

- Click "Add" and be sure the start date is the first day they became a non-resident or out of zone student. DO NOT check the "Transported?" box and

DO NOT enter miles transported. Click the drop down arrow next to “Category” and choose the correct category. When finished, click “Save”.



\* Start Date: 08/04/2014  Add an End Date \* End Date:   
 Transported? Miles Transported: 0.00  
Category:   
Bus Info: NR [Non-Resident]  
OOZ [Out of Zone]  
PK [Pre K]  
SHB [SpEd Home Bound]  
Transportation Cat: 01 ?

- If you have any questions, please call Greg at extension 2018 or his assistant at 2003.