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TIMS Data:

Managing Student Ridership Requests in PowerSchool

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Managing Alternate Address Information

Session Outline

- PowerSchool Data Managers
  - Understanding the Student Transportation Screen
  - AM and PM Transportation Selections
  - Entering AM and PM Alternate Address Information
  - Managing Transportation Request Changes
  - Daily Bus Passes for Schools and Students
  - Reassessing Student Transportation Status

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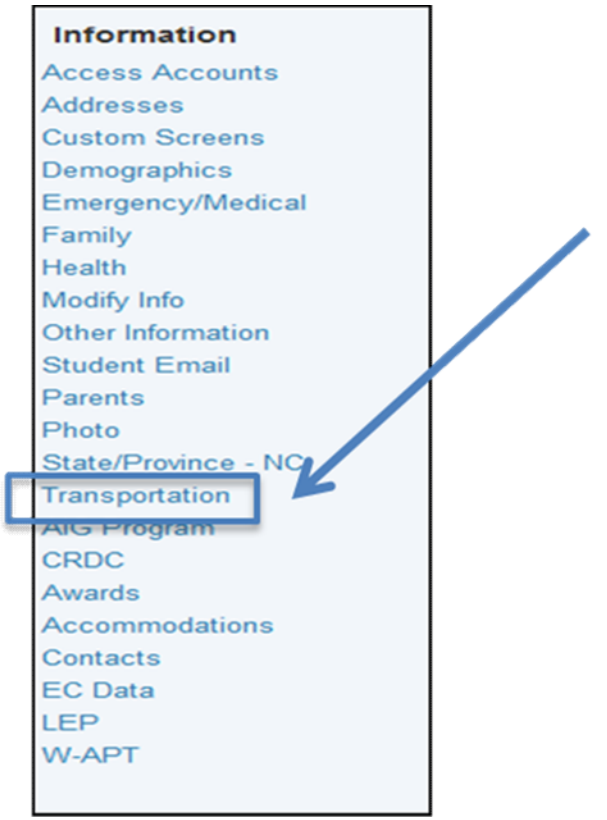
PowerSchool Data Managers

- Understanding the Student Transportation Screen



From a student record in PowerSchool, there is a link to the Student Transportation Screen.

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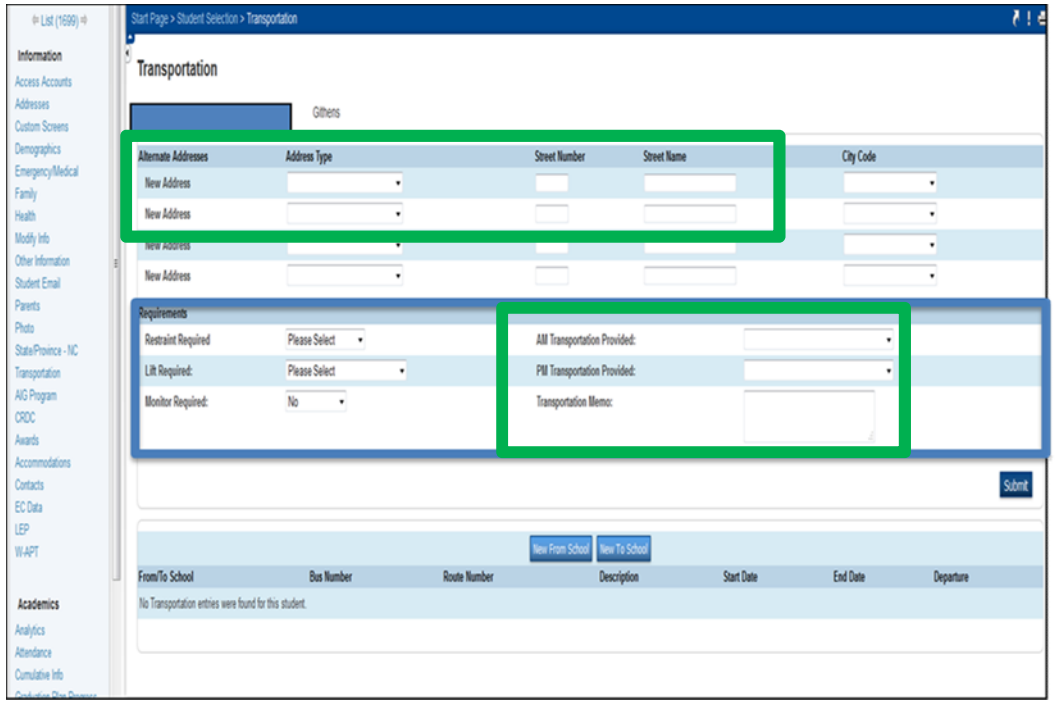
PowerSchool Data Managers

- Understanding the Student Transportation Screen



All Students must have correct information, whether they ride the bus or not, under the AM Transportation Provided and PM Transportation Provided dropdown menus.

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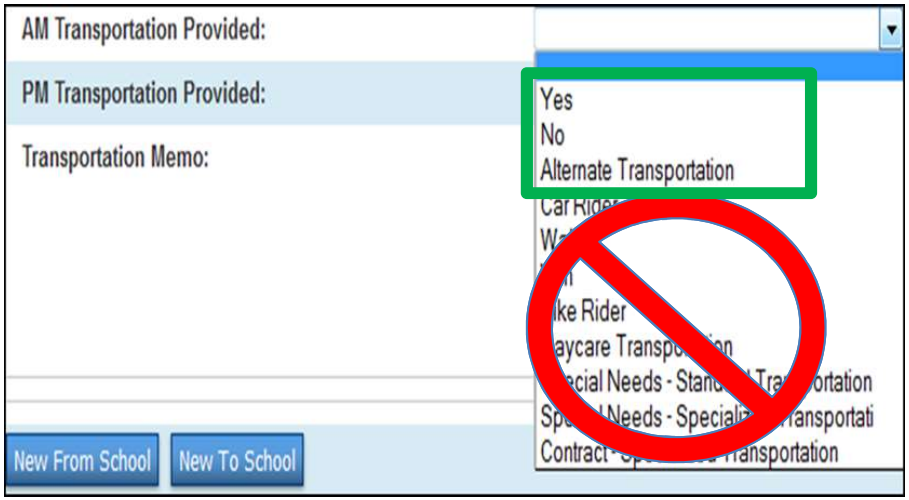

Only Select YES, NO or ALTERNATE

Do Not Use the Other Selections for AM/PM Transportation Provided

If the students does not request a bus assignment, select NO

If the student wants a bus assignment to/from their home address, select YES

For students with a bus request to/from somewhere other than home address (grandparents, boys and girls club, etc.), select ALTERNATE TRANSPORTATION

For those with an Alternate request, this information must be entered into PowerSchool. SEE NEXT SLIDE

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PowerSchool Data Managers

- Entering Alternate Address Information for Students

The first New Address is ONLY for an AM Alternate Assignment
The second New Address is ONLY for a PM Alternate Assignments

Both of these apply to consistent everyday assignments for AM and PM, each day of the week.
BCS does not offer different stop assignments for different days of the week.

Data Managers only need to enter the Street Number, Street Name and Street Type of the Alternate Address for either line: Examples: 123 Main Street, 701 Ferndale Dr, etc.

Do not enter generic locations (Hillcrest Apartments, Northside Boys and Girls Club, YMCA, etc.)
Data Managers must enter the actual street address of the students alternate destination.

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PowerSchool Data Managers

- Managing Student Transportation Request Changes

When does AM and PM Ridership need to be Verified or Updated for a student?

Three Main Reasons

1) Initial Enrollment into the LEA - Are you in need of School Bus Transportation?
   i. Transportation Request Information needs entered upon initial enrollment and registration of a new student into PowerSchool.

2) Primary Address Change – Do you need a bus ride to/from your New House?
   i. When processing a student address change, Data Managers need to ask about AM and PM Ridership and update PowerSchool Transportation Screen to match the latest information.

3) School Change (Elem to Mid, Mid to High) – Do you need a bus ride to/from your New School?
   i. When students are being promoted to a new school, Data Managers need to ask about AM and PM Ridership for next year so TIMS Staff can plan accordingly.

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PowerSchool Data Managers

- All Student Transportation Information will be sent to TIMS each night. Bus Routing Staff will receive all new requests the following morning. There are multiple reports available within TIMS to identify students needing a Bus Assignment (Yes or Alternate, but Bus Route is Empty) as well as students with a potential data error (Marked as Alternate for AM or PM, but no Alternate Address was entered)

- Under normal circumstances, the student assignments will be completed in TIMS the following day and bus rider information will pulled back into Synovia that night, making Bus Assignment Information available to parents via the Here Comes the Bus App. (See Next Slide)

- Bus Route changes and updates will be submitted to drivers for implementation.

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Example Flow of Information and Turnover Time

Monday – New Bus Request entered into PowerSchool

Tuesday AM – New Request received and completed by TIMS Staff

Tuesday PM –Student Bus Passes sent to Schools for Distribution

Wednesday AM – Parent begins receiving Here Comes The Bus Alerts

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Coversheet of Daily Bus Passes Completed by TIMS Staff

Student Bus Pass Counts by School 01/03/2020

School:309 - CASTLE HAYNE ES *Total Bus Passes: 10*	School:348 - MURRAYVILLE ES *Total Bus Passes: 2*
School:310 - MURRAY MS *Total Bus Passes: 8*	School:350 - NOBLE MS *Total Bus Passes: 2*
School:316 - COLLEGE PARK ES *Total Bus Passes: 7*	School:351 - MYRTLE GROVE MS *Total Bus Passes: 5*
School:324 - ALDERMAN ES *Total Bus Passes: 1*	School:352 - NEW HANOVER HS *Total Bus Passes: 2*
School:325 - TRASK MS *Total Bus Passes: 3*	School:354 - JC ROE CENTER *Total Bus Passes: 11*

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Transportation Authorization

This form must be presented to the bus driver before student will be permitted to ride the school bus.

Last Name, First Name: [redacted]

Student Residence:

School Name: SOUTHEAST AREA TECHNICAL HS

Grade: 09

Time at Stop	Stop Location	Bus Number
08:01 AM	LENNON DR & RINGO DR	390
08:33 AM	TRANSFER AT NHHS	419
04:35 PM	SEATECH SHUTTLE FOR NORTHERN BUS 332 AT WEC	412
05:18 PM	LENNON DR & RINGO DR	332

NOTE TO STUDENT: Please present this Bus Pass to the Bus Driver and Take Home to Parents.

NOTE TO PARENTS: A Bus Stop may be deleted if your child does not ride the bus for 3 consecutive days. Please notify your Bus Driver if unusual circumstances arise that will prevent your child from riding the bus for more than 3 days.

IMPORTANT: K to 2nd Grade riders must be met at the Bus stop by a parent unless an Unattended Bus Drop-Off Form has been signed and is on file at the school. Otherwise your K to 2nd Grade student will be returned to their school.

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PowerSchool Data Managers

- Changing Yes/Alternate to No, when students stop riding the bus.
- Bus Drivers will sometimes notify TIMS Staff that a student is no longer riding the bus and should be removed from the bus route. When this occurs, TIMS Staff could either communicate the changes needed to Data Managers, or if given edit capabilities in PS, TIMS Staff could make the necessary changes on the student transportation screen.
- If dozens, hundreds or thousands of records need changed to No, there are ways to pull a TIMS Report so more automated processes can be performed by the LEA PowerSchool Coordinator.
- This will depend on how often Driver Deletes are received, the quantity of data changes needed as well as standard data management practices by TIMS Staff.

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TIMS Staff Information

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Managing Alternate Address Information

TIMS Bus Routing Staff

- What Happens During UPSTU

  During the TIMS UPSTU Process, all current student information in PowerSchool is imported into TIMS.

  - *For **current students without changes**, their information remains the same in TIMS and any TIMS Bus Assignments will be maintained.*
  - *For **current students with changes**, they will lose all TIMS Bus Assignments if their Primary Address or School Code changes during UPSTU. If an Alternate Address is changed, they will only lose the Alternate Assignment (AM and/or PM).*
  - *For **new students**, their TIMS Student Record is created for the first time and will show the Yes, No, Alternate Transportation status as selected on their transportation screen.*
  - *For **unenrolled students**, they will be flagged for deletion and removed from all stop assignments in TIMS as part of purging the student record.*

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TIMS Bus Routing Staff

- Daily Duties for TIMS Staff
  - TIMS Reports, Spreadsheets, Worklists and Advanced Searches will be available for each School or each Zone.
  - Bus Routers will use this information to ensure students with a YES are assigned a stop to/from their home address.
  - Students with an Alternate Request will be assigned a stop to/from the alternate address location.
  - After all daily assignments are completed by TIMS Staff, Bus Routers should update passenger lists and communicate significant routing changes to drivers.
  - There are ways to Develop Student Bus Slips in TIMS that can be sent back to schools daily as well as other methods to communicate this data (EveryInfo, Here Comes the Bus, PowerSchool and Blackboard backloads of TIMS Data, etc.)

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TIMS Bus Routing Staff

- Lost Assignments in TIMS - Two Main Reasons.

1) Primary Address Change
   i. *When a student's primary address changes during UPSTU, they will lose their previous assignment. If PowerSchool Data Managers ask about AM and PM Ridership as part of the Address Change procedures and update PS Data correctly, then TIMS Staff will be able to trust the Yes, No, Alternate Info as valid for assignments to/from their new house.*

2) School Change (Elem to Mid, Mid to High) – Do you need a bus ride to/from your New School?
   i. *When a student's school code changes during UPSTU (usually because of promotion), they will lose their previous assignment. If PowerSchool Data Managers ask about AM and PM Ridership as part of promotion and school change procedures and update PS Data correctly, then TIMS Staff will be able to trust the Yes, No, Alternate Info as valid for assignments to/from their new school.*

3) Alternate Address Info Added or Removed – See Next Slide

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TIMS Bus Routing Staff

Students will also now lose TIMS Assignments if Alternate Address Info Added or Removed during UPSTU.

If a student is assigned to a Home Stop for AM or PM and now requests an Alternate Stop, the School Data Manager will change the Yes to Alternate and then enter the Alternate Address for AM and/or PM as need.

During the next UPSTU, TIMS will see this as an address change for the AM and/or PM trip and deassign the student from their Home Stop. The daily TIMS Reports would then identify this student as a new request, showing the Alt Request but their assignment is empty.

If a student has an Alt Address and is Assigned to a Stop in TIMS but now requests a Home Stop, the School Data Manager will change the Alt to Yes and remove the Alternate Address info from PowerSchool.

During the next UPSTU, TIMS will see this Alt Removal as an Address Change and deassign the student from the Alternate Stop. The daily TIMS Reports would then identify this student as a new Home Stop Request.

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TIMS Bus Routing Staff

Daily Data Checks and Verification

A variety of TIMS Reports are available to identify New Home Stop Requests as well as New Alternate Stop Requests.

Reports can also be constructed to identify potential Data Mismatches from PowerSchool.

Example Mismatches

- Student has Yes for AM or PM, but also has an Alternate Address entered as well.
- Student has Alternate for AM or PM, but the Alternate Address Info Is Blank
- Student has No for AM or PM but still has a TIMS Bus Assignment
- Student Identified as Car Rider or Walker but still has a TIMS Bus Assignment

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- TIMS Staff
  - What happens during UPSTU
  - Lost Assignments Due to Student Record Changes
    - School Code, Primary Address, Alternate Address
  - Using TIMS Reports to Identify Daily Work
    - New Requests
    - Mismatched Data

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