

## Bus Route Absent List for PowerSchool

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Management Technology Helpdesk

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# Bus Route Absent List for PowerSchool

The bus route absent list provides a report of absent students by bus route, informing the bus driver that certain students will not be riding on the bus that day. The absent list is determined by checking the PowerSchool attendance record for the student's last period number in the school day.

Bus route numbers are entered in the PowerSchool field "Bus\_Route", or use the special student defined field names "Bus2\_Route", "BusNumberAM", or "BusNumberPM".

Future version changes in consideration include:

- A standard PowerSchool working environment to simplify where files are stored and created.

## Version Change History

1.0 September 2010.

Current Version 1.1

## PowerSchool Requirements

PowerSchool meeting attendance is used. Absent codes must be coded with the presence status code equal to "Absent". Absent codes with the code category "Tardy" is ignored. Excused and unexcused absent codes are selected.

Bus routes names are converted to upper case, merging similar bus route names together. Example: "Bus route 1" and "BUS ROUTE 1" are treated as the same bus route number.

## Report Selection Screen One

- Identify the file directory (folder) where the bus report file will be created. This directory should be used each time you run the program. House a copy of your districts special sign-in file there for convenience.

*Click on the "Browse" button to select and choose the output file directory (folder) where your data will be stored.*

- Choose the school building for the student bus routes.
- Enter the "as of date", selecting students absent on the school day.  
*Click on the date button to change the date. A pop-up calendar will appear to make a selection. The default date is the current date.*
- The ignore periods parameter controls the last period number used to determine a student's absence.

- Example one: A high school has nine (9) periods. The student's bus route home is always in the variable Bus\_Route. The normal period to go home is the end of the seventh (7) period. Some high schools students go home early, after lunch, in the fourth (4) period. It would be undesirable for these students to appear in the list. To avoid this problem the parameter can be set to "ignore periods less than 5", choosing all students who have classes in the afternoon only.
- Example two: A student has two (2) bus routes. The second route identifies the bus that takes him from the high school to the vocational center. The student leaves at lunch time after period four (4).

- Select where the bus route numbers (names) are extracted from in PowerSchool.
- Select Next

Bus Route Absent List

PowerSchool Bus Route Absent List version 1.1

Output file directory:  Browse

School building:  Next

As of date: 06-02-2015

Ignore periods less than  0

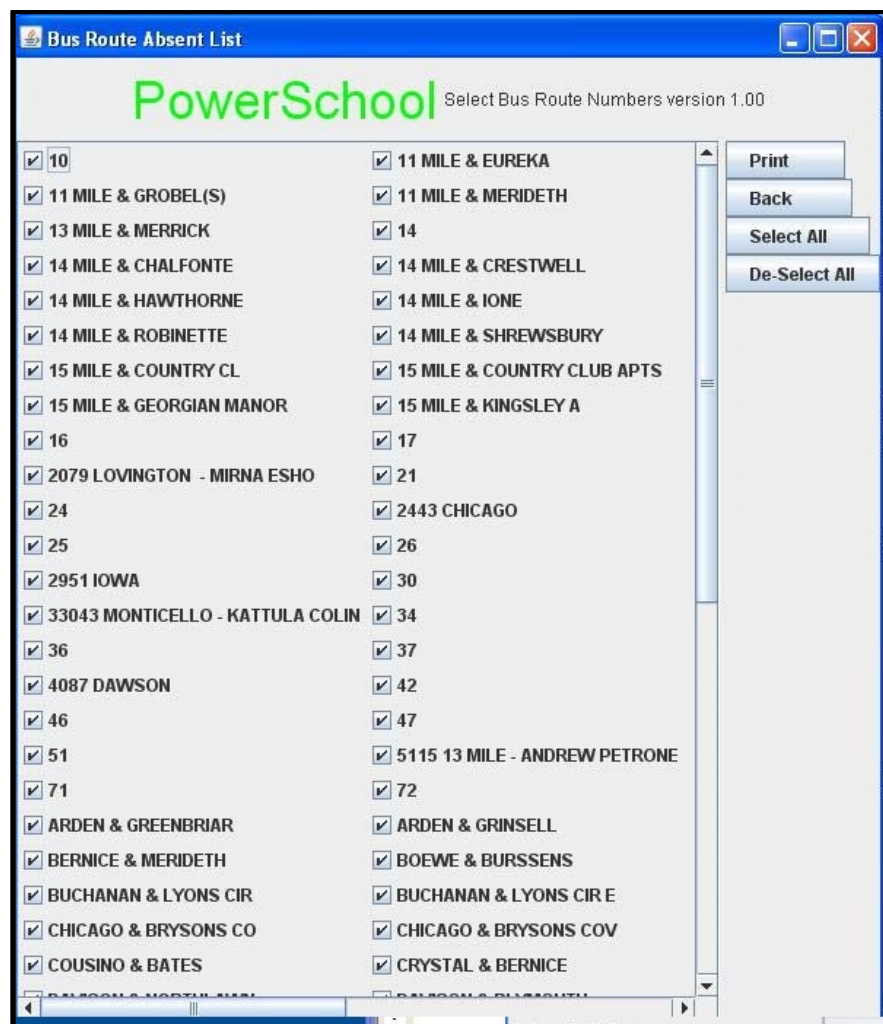
☒ Bus route 1 ☒ Bus route 2

☒ Bus route AM ☒ Bus route PM

## Report Selection Screen Two

A list of bus routes is displayed from the student records. If desired, a check box is provided to deselect a bus route number from the list.

The program must read through all the student records several times to obtain the bus route numbers. There may be a momentary pause displaying this screen.



Click on the Back button to return to the prior report selection screen.

Click on the Select All and De-Select All buttons to select the bus routes you wish to print.

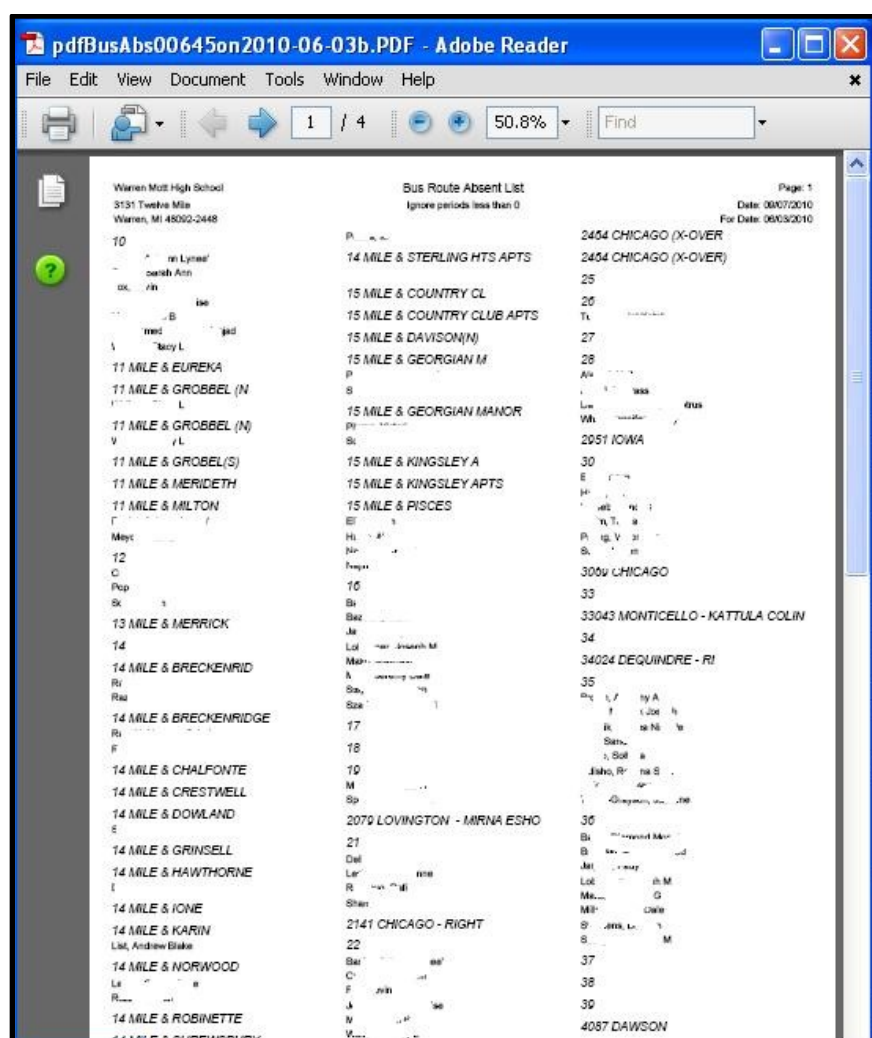
Click on the Print button to create the report. The program only prints the absent students in the selected bus route numbers. The student's last period number in the day is derived from the sections in the student's current courses. If the section has a matching cycle day letter for the absent date, then it looks at the section that is taught on that day and the last period number is determined.

## Sample Bus Route Absent List

The report has three (3) columns of information. The bus route number (name) is printed with the absent students below.

The report pdf file is created in the file directory as pdfBusAbsXXXXXonYYYY-MM-DD.PDF where XXXX is the building number and YYYY-MM-DD is the absent date (usually the current date).

The program reads the entire student absent records for the selected date. There may be a momentary pause before the program displays a progress bar on the left, showing the status of printing the report.



The "<Back" button is used to return to the options page where you can X out of the program.

## Error Messages

Error messages are displayed on the bottom line of each input form.

PowerSchool Bus Route Absent List version 1.00

Output file directory: C:\Attendance\Work\ Browse

School building: 00645 Warren Mott High School Next

As of date: 09-07-2010

Ignore periods less than: 0

☐ Bus route 1 ☐ Bus route 2

☐ Bus route AM ☐ Bus route PM

Error at least one bus route check box must be selected.

### Error missing output file directory to create the report.

An output file directory must be specified to create the output report file.

### Error a building must be selected for the report.

The absent list report is created for individual school buildings.

### Error period must be greater than or less than.

The combo box with "Ignore periods less than" or "Ignore periods greater than" must be selected.

### Error a school building period number must be entered.

A valid student period number for the student schedule must be entered.

### Error invalid period number entered (0..100)

Schedule period numbers are expected to range from zero (0) to no more than one hundred (100).

### Error at least one bus route check box must be selected.

The bus route names are extracted from four (4) student data fields in PowerSchool. The PowerSchool default bus route variable is selected by choosing the "Bus route 1" check box.

### Error converting data to run the report.

Return back to the first input form, correcting any invalid data values. This error message should not occur. Notify the help desk, providing a sample of your data input forms.