**Daily Router Check List**

 **Nightly Download (**Student Data from the Student information System)

* New Student Data
* Modified Existing Student Data
* De-enrolled Student Data

*\*\*Student statistics will vary each time the task is performed.*

The following 4 categories will provide reports that will supply what data was modified in a student record:



A description will be provided that explains all data modifications that occurred, the data updated is determined by the districts transportation office. *(New students, existing students and withdrawn students)*



In the notes field, a user can verify the data changes are accurate.

 **Review and confirm stop assignment and eligibility for transportation**

* Eligibility for Transportation – verify the results of this automated task under the Data Refresh tab from the Main dashboard in Compass.

There are 5 categories Compass will generate reports for:

*\*\*Attendance and Walk boundary data must be supplied to Seon prior to the setup of this configuration.*



*Results of these categories will vary upon each execution of the automated task.*

A report will allow a user visibility of the results and reasoning of how the student transportation record was modified.



 **Review Stop assignment**

* A user can confirm the results from the stop assignment (automated task) under the Data Refresh tab from the main menu dashboard.

There are 5 categories Compass will generate reports for:

*\*\*A report will allow a user visibility of the results and reasoning of how a student was assigned to the correct stop based on the district assignment process.*



 **Review the Dashboard**



**Below is a description of each category displayed in the Dashboard Menu:**

|  |
| --- |
| 1. Unassigned Runs: unassigned runs are runs that have no Route assignment |
| 2. Invalid Runs: runs become invalidated for several reasons |
| 3. Runs on multiple tiering plans: Runs that have multiple route assignments |
| 4. Stops w/ students not assigned to Run (s): stops (with students assigned) that have no bus assignment |
| 5. Students w/ Residential address not matching SIS (student information system) |
| 6. Special Ed. Stops w/NO active students assigned: Sped stops that have no student data |
| 7. Students w/ valid stop assignment and stop that are NOT on Runs |
| 8. Students w/valid stop assignment and stops that are NOT on Routes |
| 9. Buses/Runs exceeding capacity: Buses or runs that are exceeded in passenger capacity |

**Transportation Action Request TAR** (Report included)

* A Transportation Action Request allows a user to see all district requests submitted to modify or change transportation information for a student.
* Select the filter called “With Open SSD Request(s), this will generate all student records that contain an OPEN request for transportation modifications.



*Under the Change Request tab (located in student transportation record) a user can process the requested changes and update the student record.*

The edits/modifications will be made in the below screen:



Action Requests supplies another view for a more detailed view of change requests. (Located under the main menu dashboard)

