

Student Tracking Information Preparation Guide



Required Information

The information that should be assembled and organized by the District:

- Student Name
- Student Address
- Student Number
- School
- Bus ID

Formatting the information

It is best to be entered in a spreadsheet similar to this:

	A	B	C	D	E	F	G
1	Student Number	Address	Campus	Surname	Firstname	Bus	Card ID
2	1038289	111 3B Burbidge St	Comer Lake Middle School	Adams	Abigail	11	
3	1037459	111 3B Burbidge St	Comer Lake Middle School	Davis	Cheyenne	58	
4	1035196	111 3B Burbidge St	Comer Lake Middle School	Samonte	Sierra	58	
5	1035168	111 3B Burbidge St	Comer Lake Middle School	Foley	Admire	40	
6	1038556	111 3B Burbidge St	Comer Lake Middle School	Mark	Caitlyn	27	
7	1055182	111 3B Burbidge St	Comer Lake Middle School	Winn	Tyler	11	
8	1038877	111 3B Burbidge St	Comer Lake Middle School	Santana	Christopher	40	

For a successful implementation

A successful implementation depends on:

- Data correctness
 - Names, home addresses and parent phone numbers should be verified prior to implementation
- Current data
 - Should be the most current data (not this year's data mixed in with last year's)
- The student ID's should be correct and unique

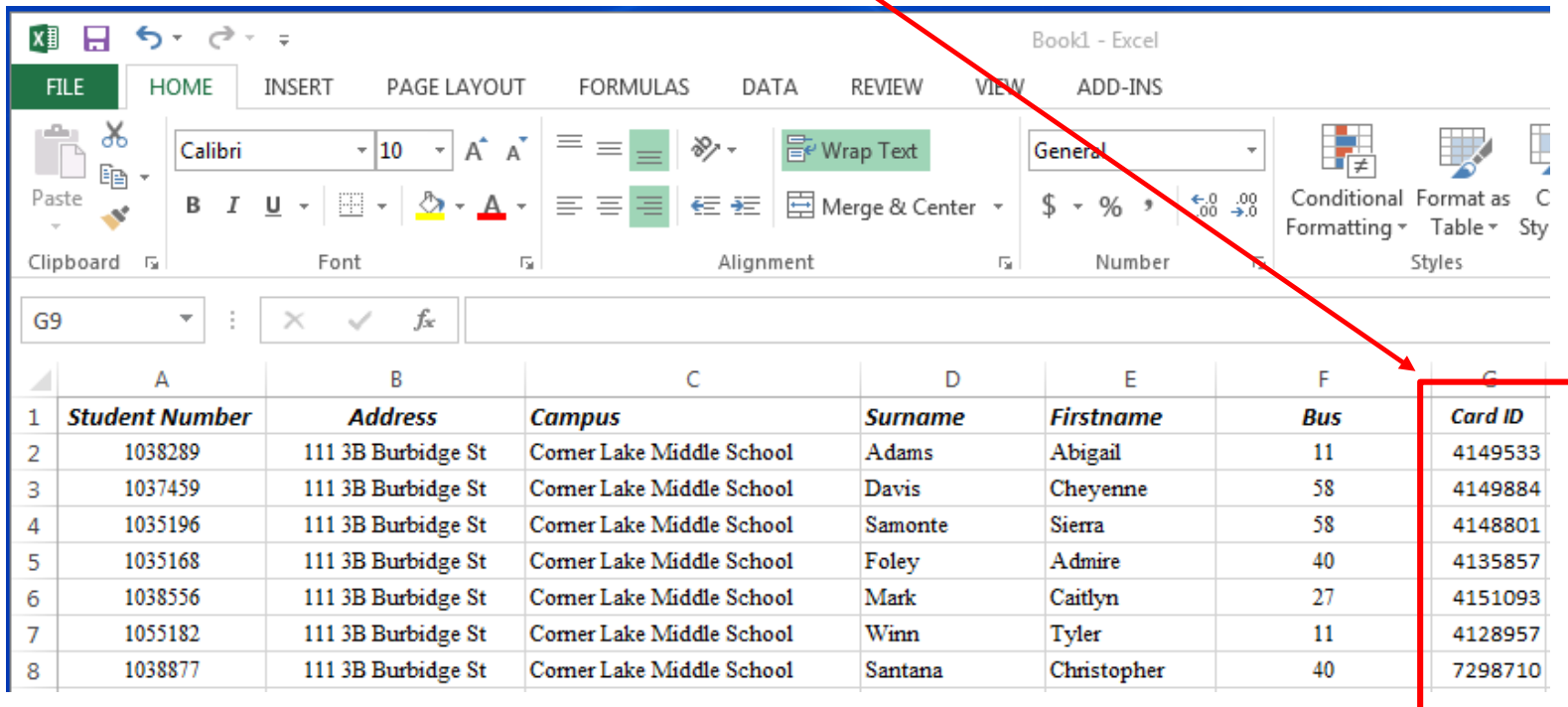
Scanning in the ID card

Once the spreadsheet is complete with student information the Card ID can be scanned in with the desktop reader:



Scanning in the ID card

Each card is read and each student's information is appended with the card ID:



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	<i>Student Number</i>	<i>Address</i>	<i>Campus</i>	<i>Surname</i>	<i>Firstname</i>	<i>Bus</i>	<i>Card ID</i>
2	1038289	111 3B Burbidge St	Comer Lake Middle School	Adams	Abigail	11	4149533
3	1037459	111 3B Burbidge St	Comer Lake Middle School	Davis	Cheyenne	58	4149884
4	1035196	111 3B Burbidge St	Comer Lake Middle School	Samonte	Sierra	58	4148801
5	1035168	111 3B Burbidge St	Comer Lake Middle School	Foley	Admire	40	4135857
6	1038556	111 3B Burbidge St	Comer Lake Middle School	Mark	Caitlyn	27	4151093
7	1055182	111 3B Burbidge St	Comer Lake Middle School	Winn	Tyler	11	4128957
8	1038877	111 3B Burbidge St	Comer Lake Middle School	Santana	Christopher	40	7298710

Linking the data with vMax[®] Live

US Computing now links the assembled information in the Compass database

Student Tracking can begin!