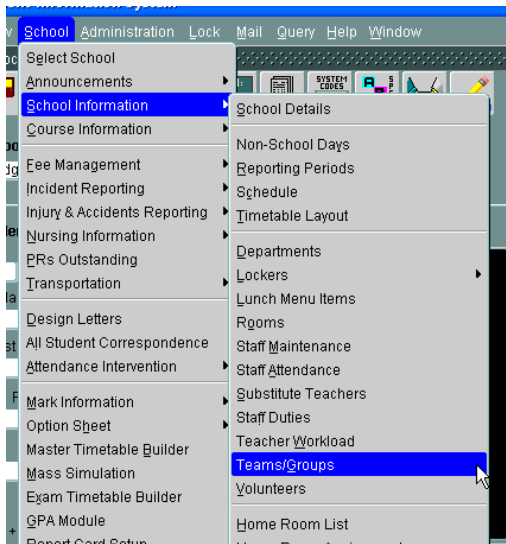


Transportation Assistance Reports

The following is a guide to pulling transportation assistance reports for those students who qualify in your schools.


Creating the Group:

- To begin with create a Team/Group for your transportation assistance students. Navigate to: School>School Information>Teams/Groups



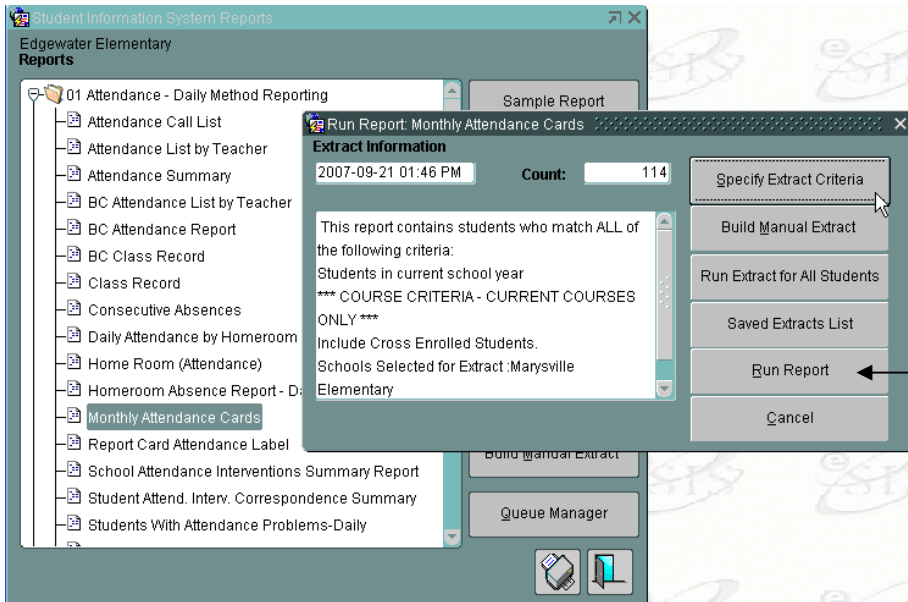
- From the Team/Group Maintenance screen click on the Add button which will take you to the screen below. You will need to give it a Code, I just pick a number. You will need a Team Type, and select yourself as the Faculty Member. Then Save.

A screenshot of the 'Team/Group Maintenance Details' form. The form is divided into several sections: 'School' (School: EES, Name: Edgewater Elementary, School Year: Current), 'Team/Groups' (Team Code: 2, Short Name: Tr. Assist, Name: Transportation Assistance, Coach: [empty], Team Type: Group, Team Category: [empty], Faculty: Rad, Roxann, Assigned: [empty], Add/Del buttons), 'Eligibility' (Min. Cum. GPA/Sem., Min. Mark GPA/Sem., Minimum Courses, Failed Course Allowed, Dropped Course Allowed, Gender, Minimum Age, Maximum Age, Fee Type, Fee Amount, Accident Insurance Required?, Health Insurance Required?, Physical Exam Required?, Signed Code of Conduct?, Authorized: Yes, Attendance Reason, Start Date, End Date, Include on Report Card?, Include on Transcript?, Earns an Award?, End Date and Exit Reason Req'd on Delete?, Points), and a bottom navigation bar with a back arrow, 'Members', 'ADD', 'DEL', and a printer icon.

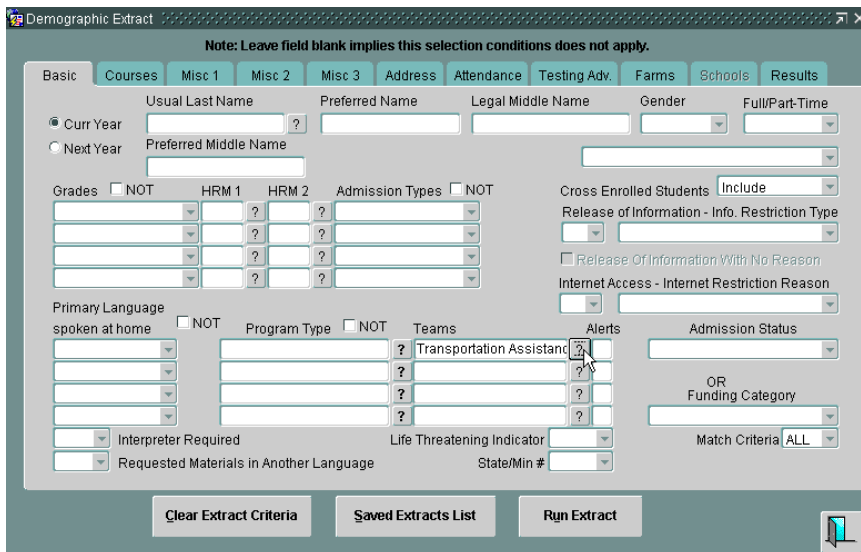
- To add students to the group you can click on the Members button from either this screen or the initial Teams/Groups screen. If you closed the screen above, you will first have to refresh the screen by leaving and returning to see your new group.
- From the Members screen, you will probably only have a small number of students for this group so use the Add Team Member button  and query for students to add one at a time. When all students have been added, be sure to save before exiting.
- You have now created your Transportation Assistance group.

Creating the Report:

- Go to the Reports tree> Monthly Attendance Cards and double click. Choose, Specify Extract Criteria.



- Be sure to Clear the Extract first. Then under the Teams heading use the “?” to choose your Transportation Assistance group as shown below. Run the extract. Once done, Exit out until you are back to the Run Report window above.



- Your report will include the month’s attendance for each of you transportation students.