

GETTING REPORTS FROM ONBOARD SCHOOL

Step #1:

Go to <http://transapps.ccsd.net/school>.

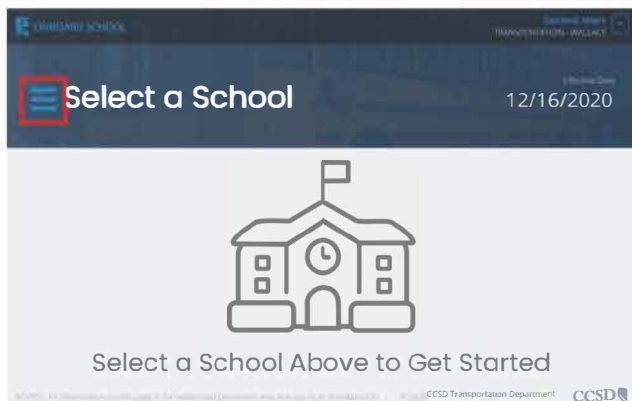
Step #2:

User will sign in using CCSD AD credentials.



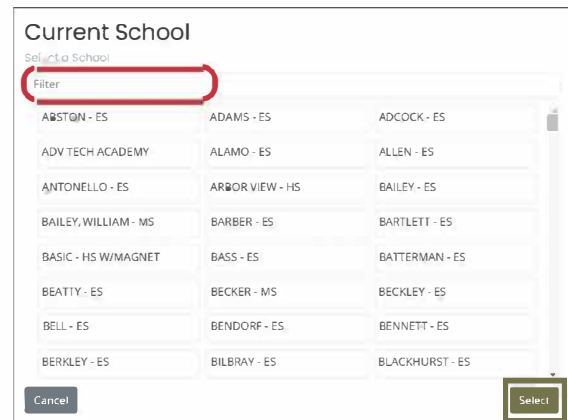
Step #3:

Once logged in, select the school the user would like to view.

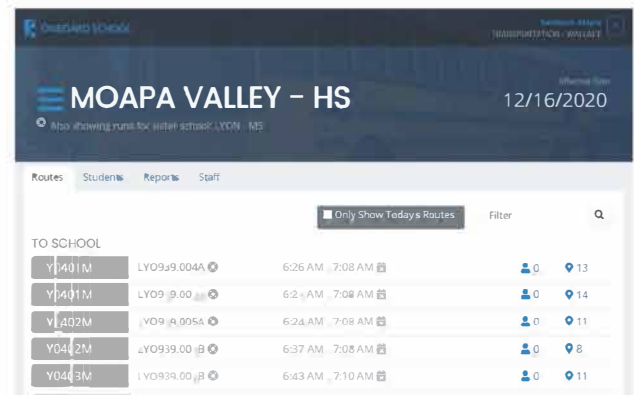


To do this click on the three blue dashes at the top left.

A pop up window will appear. Type the name of the school in the "Filter" box.



After entering the school name, it will appear on the screen. Click on the school to select and click the green button on the bottom right corner.

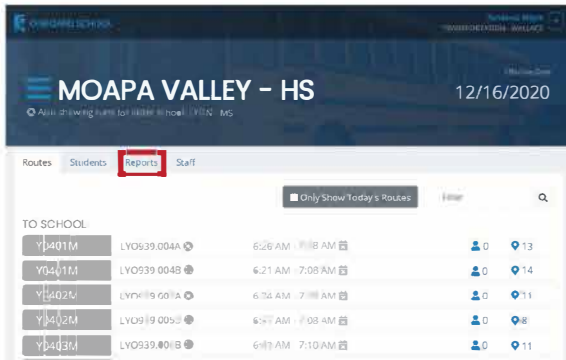


The assigned runs/routes for the school will appear.

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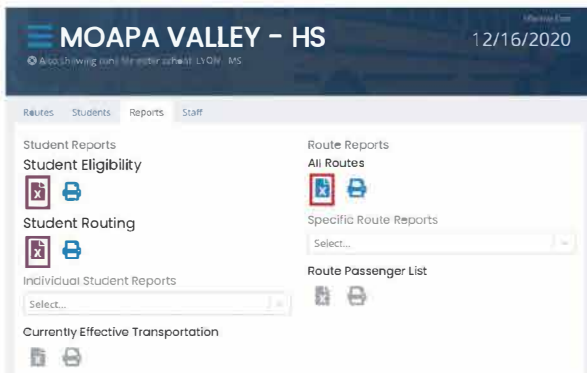
Step #4:

Click the "Reports" tab.



Step #5:

Here click the  icon underneath the reports to download an excel sheet of the report data.



To get the student list for the entire school click the icon underneath "Student Routing".

Step #6:

To get the student list for a specific route click on the "Specific Route Reports" drop down and select the applicable route.



Route Passenger List



After selecting the route, click  icon to get the excel spreadsheet.

StudentId	LastName	FirstName	Grade	Sped	Cohort	Route	Run	Direction	PickupAddress
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS
				No	Moapa Valley Cohort A	Y0401M	LY0939.104A	From School	LYON - MS

The above sample report has the student information blacked out for confidentiality purposes only. The final student report generated by the user will list all assigned bus riders and their cohort assignment (as per transportation's records).