



TRANSPORTATION ROUTING

General Education Transportation Request

General Education Transportation Request User Manual

GT Request User Manual

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Disclaimer

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Exclusion

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Overview

For best results, we suggest you use Internet Explorer (IE).

For the remainder of this document, General Education Transportation Request will be referred to as GT Request.

Last revised date reflects the most recent date a change was made to the document. If significant changes were made then the version number is also updated.

Original created on July 8, 2016

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Web Browser

If you use any web browser other than Internet Explorer, you may experience formatting issues.

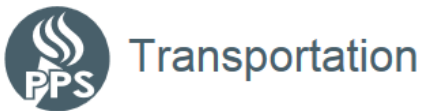
Topics

This user manual is broken up into the following five sections:

- Viewing the queue of GT Requests
- Creating a GT Request
- Viewing a GT Request
- Modifying a GT Request
- Cancel GT Request

This manual walks you (Office Administrator on behalf of a Parent or Teacher) through a typical TD request form to request “general education” related transportation services, like a new stop, to Hitch on an existing bus, a road safety check or request a 504 accommodation, to mention a few. The first chapter, [GT Request Queue](#), details how to view the queue of all existing requests. The second chapter, [Create GT Request](#), describes how you create a new GT Request. The third chapter, [View GT Request](#), details how you can view the details of a GT Request. The fourth chapter, [Modify GT Request](#), informs you when you can modify a GT Request. The last chapter, [Cancel GT Request](#), is utilized if there is ever a time you submitted a GT Request, but then realize you needed to cancel it.

Example of login screen.



Use A PPS Account To Log In

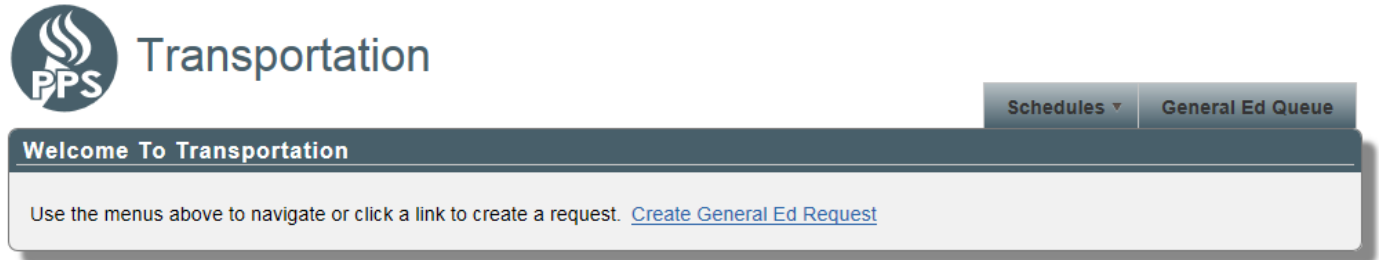
User name

Password

Remember me?

Log in

Example of Welcome screen.

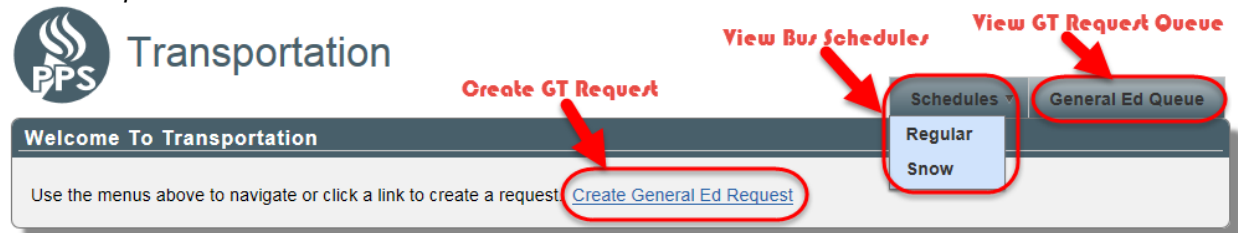


From the Welcome screen, you can perform three functions:

- Viewing Schedules
 - Regular Route
 - Snow Route
- View GT Queue
- Creating a GT Request

Schedules: Currently existing bus schedules viewable to the public, consisting of both regular and snow routes.

This example shows how to access the three functions.



GT Request Queue

This is the queue of all existing GT requests. To search for the existence of a GT Request, before creating a new GT Request, select “General Ed Queue” tab. This queue provides a quick overview of submitted GT Requests, which also allows you to quickly find the status of a GT Request without viewing the specific details of the request.

Example of GT Requests Queue

PPS Transportation

Schedules - General Ed Queue - SpEd Queue - Admin - IT

General Education Requests

Effective Date Range
Start Date: [] End Date: [] Filter Dates

Created Date Range
Start Date: 7/22/2015 End Date: 7/22/2016

Create a new [General Ed Request](#). Or filter results by grouping of headers. By default requests are available for one year after submission. [Export to Excel](#)

Drag header(s) here for grouping

ID	Type	Status	Reason	Site	Program
Edit 10	Remove	Validating	PPS-Sponsored School Care	Anderson Middle	Anderson Program
Edit 15	Remove	Submitted	Title X (McKinney-Vento)	Anderson High	Anderson Program
Edit 13	Add	Submitted	PPS Extended Day Educational Program	Anderson Middle	Anderson Program
Edit 5	Add	Submitted	Activities	BRIDLEMILE Site	PPS Dual Language Immersion Program
Edit 16	Add	Submitted	DHS Court Ordered Mandate	CLEVELAND Site	PPS Special Education Communication Behavior Program
Edit 2	Add	Submitted	ADA Accommodation (American Disabilities Act)	JACKSON Site	PPS Special Education Intensive Skills Program
Edit 9	Remove	Startup Planning Hold	PPS-Sponsored School Care	CAPITOL HILL Site	PPS K-5 General Education Program
Edit 14	Add	Safety Review	ADA Accommodation (American Disabilities Act)	BEACH Site	Columbia Regional Program
Edit 3	Add	Route Planning	Hitcher	JACKSON Site	Stephenson Children's Care daycare Program
Edit 11	Add	Request for Cancellation	Club/Educational Program	Abernethy Site	Art4Life daycare Program
Edit 7	Remove	Request for Cancellation	Temporary Medical Education Plan	BRIDLEMILE Site	PPS K-5 General Education Program
Edit 8	Add	On Hold	ADA Accommodation (American Disabilities Act)	JACKSON Site	PPS Special Education Intensive Skills Program
Edit 4	Add	Incomplete	Safety Review	CAPITOL HILL Site	PPS Special Education Communication Behavior Program
Edit 6	Add	Incomplete	Safety Review	CLEVELAND Site	PPS 9-12 General Education Program
Edit 1	Add	Denied	New Stop Request	BRIDLEMILE Site	Vermont Hills Family Life daycare Program
Edit 12	Remove	Approved	Activities	CAPITOL HILL Site	PPS Special Education Communication Behavior Program

1 - 16 of 16 items

There are six sections to the GT Requests Queue:

- Date Filters
- Grouping
- Column Filters
- Column Sorting
- Results
- Exporting
- [Create GT Request](#) (Detailed in next chapter)

Date Filters

There are two date ranges you can filter on:

- Effective Date
- Created Date

Effective Date Range: Effective date is the date an approved GT Request is implemented.

Created Date Range: Create date is the date a GT Request was submitted. End Date cannot be greater than today's date.

Default Criteria

Default results are based on Transportation Requests created within the last year. Created Date Range Start Date is one year prior to today and Created Date Range End Date is equal to today.

To initiate date filter(s), populate Effective Date Range and/or Created Date Range and select “Filter Dates” command button.

Grouping

To group results, select desired column header and drag it to the blue section titled “Drag header(s) here for grouping.” (Grouping bar). To drag column header, you need to left-click and hold column header until you move the column header to grouping bar and then release.

Example shows grabbing “Status” header by left-clicking and holding.



Following example shows “Status” column being moved to grouping bar.



Example shows “Status” in grouping bar, identifying results are grouped by their status.



The following columns can be grouped on:

- ID
- Type
- Status
- Reason
- Site
- Program
- PPS Student ID
- Student First Name
- Student Last Name
- Route
- Stop Code
- Effective Date

ID: Number assigned by the application based on the order in which GT Request was submitted. This is a unique identifier.

Type: Add” or “Remove”.

Add for those requests wanting to add a bus stop or related service.

Remove for those requests wanting to terminate an existing stop or service.

Status: Current status of the GT Request. Status changes through the lifecycle of the request.

Reason: Motive for GT Request.

Examples: Add a New Stop. Request 504 service for a student or ADA accommodation for a parent.

Request to Hitch on an existing bus and stop. Request for a Safety Review of a stop or walking path.

Site: Physical location where Student is being dropped off/picked up for their school program. For most GT Requests, the Site will be Student’s neighborhood school.

Program: Program is directly titled to the selected Site. Program is reason the Student is going to the Site.

PPS Student ID: Student’s Synergy PPS ID.

Route: All routes for GT Request.

Stop Code: All stops for GT Request.

Effective Date: Date approved GT Request is to be initiated. This field is only populated if the GT Request is approved.

Route: Grouped based on combination of all routes for a specific request. For example, if a GT Request has Routes of 100 and 205 and another GT Request has Routs of 100 and 210, they would not be grouped together, for though they share a Route, they are not identical.

Stop Code: Grouped based on combination of all routes for a specific request. For example, if a GT Request has Stop Codes of ABC.005006 and ABC.005004 and another GT Request has Stop Codes of ABC.005006 and ABC.005003, they would not be grouped together, for though they share a Stop Code, they are not identical.

Further descriptions for the above fields are located in [Create GT Request](#) section.

Grouping can be administered by more than one field at a time. Simply drag desired headers in desired sequence. The order in which information is grouped is based on the order of the placement of the headers, going from left-to-right.

This example shows multiple grouping, first by Status and then by Type.

		ID	Type	Status	Reason	Site	Program
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Status: Approved							
Type: Add							
Edit	40	Add	Approved	New Student	Ainsworth	Ainsworth	
Edit	29	Add	Approved	Transfer	Ainsworth	Ainsworth	
Edit	11	Add	Approved	New Student	Benson	Alliance	
Edit	12	Add	Approved	New Student	Benson	Summer S	
Edit	33	Add	Approved	ADA Accommodation (American Disabilities Act)	Bridlemile	Bridlemile	
Edit	27	Add	Approved	New Student	Jackson	Jackson	
Edit	16	Add	Approved	Hitcher	Lane	Dart	
Type: Remove							
Edit	17	Remove	Approved	New Student	Benson	Alliance	

To remove grouping of results, select the **X** of the header you no longer want results to be grouped on.

Example shows "Status" grouping being removed.

		ID	Type	Status	Reason	Site	Program
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Column Filters

To filter results based on a column, enter desired text or select from listed options. Only results meeting selected filter(s) are displayed. Multiple columns can be filtered on and can be a combination of both filter types.

Filter Types:


There are two filter types:

- Text
- Drop Down



The way to identify a Text versus Drop Down column filter is the Text column filter is blank, while the Drop Down column filter has a down arrow, like this ▼.

Example shows Student Last Name as a Text column filter.



Following example shows Site as a Drop Down column filter.

To remove filtering of a column, for both Text and Drop Down filtering, select the  of the column header(s).

Example shows results being filtered on both Type of “Add” and Site of “CAPITOL HILL Site”.

ID	Type	Status ▲	Reason	Site	Program
<input type="text"/>	Add ▼ 	<input type="text"/>	<input type="text"/>	CAPITOL HILL Site ▼ 	<input type="text"/>

Following example shows filter of Site being removed.

ID	Type	Status ▲	Reason	Site	Program
<input type="text"/>	Add ▼ 	<input type="text"/>	<input type="text"/>	CAPITOL HILL Site ▼ 	<input type="text"/>

Example shows results only being filtered on Type of “Add”.

ID	Type	Status ▲	Reason	Site	Program
<input type="text"/>	Add ▼ 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

More than one column can be filtered on at the same time, as shown above. With that being said, you cannot filter based on multiple options for a single column at the same time. For example, you cannot filter on both “Wilson” and “Lincoln” in the Site column at the same time.

TEXT FILTERS

Enables you to filter based on desired text. Place the mouse anywhere in the desired column filter, left-click, then type in desired text. Filter is not implemented until you leave the field where desired filter criteria was entered. In other words, if you type in desired text, your results will not be filtered on that text until you proceed to another field.

Filter criteria for all the fields, except Request ID, is based on a “Contains” filter. This means the text can be anywhere in the result. For example, if you filter based on inputting “son” in Student Last Name column filter, results would include “Sonsung”, “Anderson”, “Johnson”, “Jacksonville”,... The one exception is Request ID, which is an “Exact” filter. This means results are based on getting an exact match of the text being filtered on. For example, if you input “6” in the ID column, the only result would be the request with ID of “6”.

Text Based Filter Options:

- Request ID
- PPS Student ID
- Student First Name
- Student Last Name
- Route
- Stop Code

Example shows text getting ready to be typed in “Student First Name” text field.

Drag header(s) here for grouping.				
	PPS Stud...	Student First Name	Student Last Name	Route
▼		I		

Following example shows “John” being typed in “Student First Name” text field.

Drag header(s) here for grouping.				
	PPS Stud...	Student First Name	Student Last Name	Route
▼		John		

Filter Initiation

Text filters are not initiated until focus is taken to another field. To put focus in another field you can tab to next field or left-click mouse in another field.

DROP DOWN FILTERS

Drop Down filters enable you to select desired filter from currently existing options, per column. Place mouse anywhere in desired column, left-click the mouse, then select from one of the available options. The only options provided are for those that are included in at least one result. For example, if no requests have been input for “Cleveland”, then “Cleveland” would not be listed as an option if Site was selected.

Unlike text filters, once a selection is made, system automatically filters results based on selected option.

In this example, user places mouse in "Status" column.

The screenshot shows a table with the following columns: ID, Type, Status, Reason, and Site. The 'Status' column header is highlighted, and a mouse cursor is positioned over it. The table is part of a larger interface with an 'Export to Excel' button in the top right corner and a 'Drag header(s) here for grouping.' area above the table.

Following examples shows some of the options for "Status".

The screenshot shows the same table as above, but with the 'Status' column dropdown menu open. The menu lists the following options: Approved, Cancellation, Request, Processed, Denied, Incomplete, On Hold, Request for, and Cancellation. The table data is as follows:

ID	Type	Status	Reason	Site
Edit 5	Add	Approved	Activities	BRIDLEMILE Site
Edit 12	Remove	Cancellation	Activities	CAPITOL HILL Site
Edit 2	Add	Request	ADA Accommodation (American Disabilities Act)	JACKSON Site
Edit 14	Add	Processed	ADA Accommodation (American Disabilities Act)	BEACH Site
Edit 8	Add	Denied	ADA Accommodation (American Disabilities Act)	JACKSON Site

Columns allowing drop down filters are:

- Type
- Status
- Reason
- Site
- Program

Column Sorting

To sort results by column, select the column label. Default sort order is based on the following:

- Primary = Status (Descending order)
- Secondary = Site (Ascending order)

Left-click mouse in desired column header to initiate column sorting.

In this example, sorting is going to be performed on Reason.

ID	Type	Status	Reason	Site	Program
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Once a column is selected to be sorted on, a ▲ will appear. Selecting the column multiple times will cycle through the three sort options.

For example, Status is now being sorted in Ascending order, shown by the up arrow.

ID	Type	Status ▲	Reason	Site	Program
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sort Options


- ▲ Ascending
- ▼ Descending
- No Arrow means that column is not being sorted on

Results

General Transportation Requests that meet above stated filters (Date Filters and Column Filters) are displayed.

To modify a GT Request, select the “[Edit](#)” option to the left of the desired request.

For this example, GT Request #1 is being selected for modification.

	1	Remove	Submitted	New Student	Alameda	Alameda
---	---	--------	-----------	-------------	---------	---------

Fields Displayed:

- Request ID
- Type
- Status
- Reason

- Site
- Program
- PPS Student ID
- Student First Name
- Student Last Name
- Route
- Stop Code
- Effective Date

Request ID: Number assigned by the application based on the order in which request was submitted. This is a unique identifier.

Type: Add” or “Remove”. Add for those requests wanting to add a bus stop, Remove for those requests wanting to terminate a currently existing stop.

Status: Current status of the GT Request. Status changes through the lifecycle of the request.

Reason: Motive for GT Request.

Site: Physical location where Student is being dropped off/picked up for school. For most GT Requests, Site will be Student’s home school.

Program: Program is directly titled to the selected Site. Program is reason the Student is going to the Site.

PPS Student ID: Student’s Synergy PPS ID.

Route: All routes for GT Request.

Stop Code: All stops for GT Request.

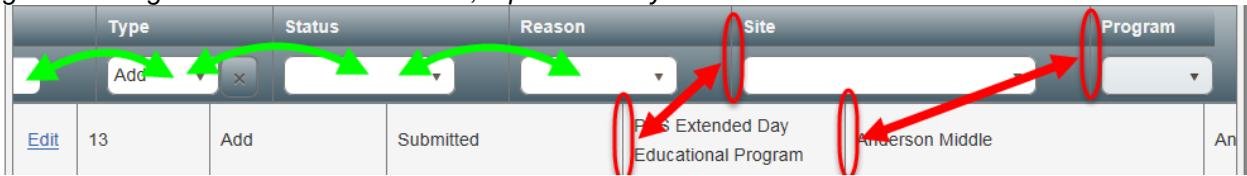
Effective Date: Date approved GT Request is to be initiated. This field is only populated if the GT Request is approved.

Further descriptions for the above fields are located in [Create GT Request](#) section.

Column Header Format

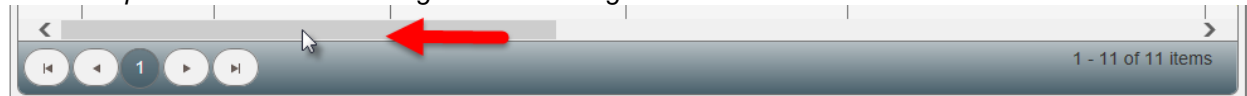
If you tab through column headers, column headers will get out of alignment with result columns. This is a browser issue than cannot be resolved.

Example shows if you tab through column headers, represented by green arrows, the column headers will get out of alignment with column results, represented by red arrows.

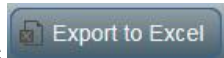


To resolve this misalignment, simply grab the scroll bar at the bottom of the screen and move it.

This example shows scroll bar being moved to realign column headers with result columns.



Exporting



To view results in Excel, select the **Export to Excel** command button.

Results are presented in the same order as what is being displayed on the screen and only contains the results that are displayed at time of selection.

To view Excel spreadsheet, you will need to proceed through a couple of questions.

When presented options of “Save” and “Cancel”, select “Save”.

Example shows “Save” being selected.



When presented options of “Open”, “Open folder” and “View downloads”, select “Open”.

Example shows “Open” being selected.



Sample of Excel spreadsheet results

ID	Type	Status	Reason	Site	Program	PPS Student ID	Student First Name	Student Last Name	Route	Stop Code	Effective Date
2	10 Remove	Validating	PPS-Sponsored School Care	Anderson Middle	Anderson Program	665924	Jamari	Anderson	100, 900	, 900	
3	15 Remove	Submitted	Title X (McKinney-Vento)	Anderson High	Anderson Program	774967	Jarren	Anderson			
4	13 Add	Submitted	PPS Extended Day Educational Program	Anderson Middle	Anderson Program	384480	Jack	Anderson			
5	11 Add	Submitted	Club/Educational Program	Anderson Middle	Anderson Program	741909	Jahvon	Anderson			
6	5 Add	Submitted	Activities	BRIDLEMILE Site	PPS Dual Language Immersion Program	228797	Matthew	Last Name			
7	12 Remove	Submitted	Activities	CAPITOL HILL Site	PPS Special Education Communication Behavior Program	710205	Julio	Anderson			
8	16 Add	Submitted	DHS Court Ordered Mandate	CLEVELAND Site	PPS Special Education Communication Behavior Program	643355	Clutch	Anderson			
9	2 Add	Submitted	ADA Accommodation (American Disabilities Act)	JACKSON Site	PPS Special Education Intensive Skills Program	764084	Maya	Anderson			
10	9 Remove	Startup Planning Hold	PPS-Sponsored School Care	CAPITOL HILL Site	PPS K-5 General Education Program	759574	Ana	Anderson			
11	14 Add	Safety Review	ADA Accommodation (American Disabilities Act)	BEACH Site	Columbia Regional Program	752989	Hyrum	Yeates			
12	3 Add	Route Planning	Hitcher	JACKSON Site	Stephenson Children's Care daycare Program	228793	Madison	Lorett	100, 200, 399, 406	100, , 1234567, aaa	
13	7 Remove	Request for Cancellation	Temporary Medical Education Plan	BRIDLEMILE Site	PPS K-5 General Education Program	713787	Miles	Anderson			
14	8 Add	On Hold	ADA Accommodation (American Disabilities Act)	JACKSON Site	PPS Special Education Intensive Skills Program	762406	Moses	Anderson			
15	4 Add	Incomplete	Safety Review	CAPITOL HILL Site	PPS Special Education Communication Behavior Program	228795	Maxwell	Boxberger	454		
16	6 Add	Incomplete	Safety Review	CLEVELAND Site	PPS 9-12 General Education Program	228799	Arlo	Johnson			
17	1 Add	Denied	New Stop Request	BRIDLEMILE Site	Vermont Hills Family Life daycare Program	719343	Madeline	Anderson			

Create New Request

This page describes how you create a new GT Request. Near the top left of the screen there is a “General Ed Request” link. Select this to create a new GT Request”. Details regarding creating a GT Request is located in the following chapter, titled “[Create GT Request](#)”.

Example shows option to create a new GT Request.

General Education Requests

Effective Date Range
Start Date: [] End Date: [] Filter Dates

Created Date Range
Start Date: 7/22/2015 End Date: 7/22/2016

Create a new [General Ed Request](#). Or filter results by grouping of headers. By default requests are available for one year after submission.

In addition, on your landing page (the screen displayed once you login to GT Request) there is an option to create a new GT Request.

Following example shows create new GT Request option on Welcome page.

Create General Ed Request'. A red arrow points to the 'Create General Ed Request' link."/>

Welcome To Transportation

Use the menus above to navigate or click a link to create a request. [Create General Ed Request](#)

Create GT Request

You can create a new GT Request. Access to the creation screen is shown in the previous section.

Upon creating a new request, there are five sections of data entry:

- Request Information
- Notifications
- Student Details
- Parent/Guardian Details
- Stop Request Details

All sections require information be provided for the request to be submitted.

Following example shows GT Request submission screen, with 5 sections identified.

PPS Transportation

Schedules ▾ Request Queue Admin ▾ IT ▾

New General Request

Requested Start Date: 4/15/2016 Service Type: Add ▾

Site: Select a Site ▾ Program: Select a Program ▾ Reason: Select a Reason ▾

Background Request Info: 1

Notifications

Find PPS Staff Email: Start typing a PPS Employee's first name Email: janderson3@pps.net Submitter: janderson3

Staff Email Notifications: 2

Additional Emails: Separate multiple emails with commas

Student Details

Student ID: First Name: MI: Last Name:

Address: City: Portland State: OR ▾ Zip Code:

Grade:

Parent/Guardian Details

First Name: Last Name: Email:

Primary Phone #: Secondary Phone #: 4

Emergency Contact: Emergency Contact Phone #:

Stop Request Details

Times Needed	Location	ZipCode
<input type="checkbox"/> AM	Pick Up: <input type="text"/>	<input type="text"/>
<input type="checkbox"/> PM	Drop Off: <input type="text"/>	<input type="text"/>
<input type="checkbox"/> MIDDAY	Hitcher: Must be existing stop	

5

[Back to Queue](#) Save

There are two reasons for the creation of a GT Request, one is to request a new bus stop. The other reason is to request the elimination of a currently existing bus stop. If you desire is to move a currently existing bus stop, you need to create two GT Requests, one for the removal of the existing bus stop and one to create a new bus stop.

Once a GT Request is saved; it is submitted for approval from the Transportation Department. A GT Request obtains a status upon being saved, which is detailed further in [Modify GT Request](#) section.

Canceling Creation of GT Request

At any time during the creation of a request, you can simply terminate the creation of a request by selecting “[Back to Queue](#)”. You cannot save a partially created a request. Either you input the desired information and submit the request for consideration or you can exit your work and lose any information you have input.

Time Out

Please note that if you start a request and then leave it idle, the application will time out. Meaning you will lose the work you initiated and will need to login to the application again to restart the request. Currently, the amount of time the application can remain idle before timing out is 20 minutes.

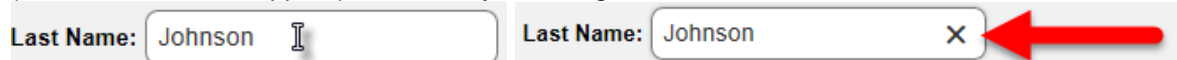
Validation

There are two types of validations performed: Field-by-field and Submission. Some fields notify you that a required field was accessed, but not populated. These are deemed as field-by-field validation. Submission validation is performed when user selects “Save” command button. Based on these two types of validations performed, you cannot submit a request until all required fields are populated and all populated fields contain valid data.

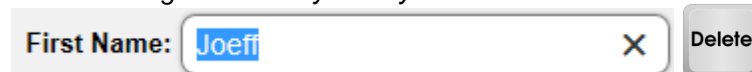
Deleting Text

In any of the text fields, if you want to delete the current information, you can accomplish this two ways. First, put the focus in the desired field by placing the cursor over the field and left-click mouse. Then, select the **X**. The other way is to double-click left-mouse on undesired text. This will highlight entire text field. Then, select “Delete” keyboard button.

*This example shows you how to delete text by placing cursor in desired field, then left-clicking mouse (which causes **X** to appear), followed by selecting the **X**.*



This example shows you how to delete text by double left-clicking in desired field (which highlights text), then selecting “Delete” key on keyboard.



Request Information

The information in this section pertains to the initiation of the GT Request. The Request Information section does not have a label, but it is located at the top of the GT Request.

Following fields are included in the Request Information section:

- Requested Start Date
- Service Type
- Site
- Program
- Reason
- Background Request Information

Requested Start Date

This field represents the date the request is to be initiated. This is a required field. The default for this field is today, plus 7 days. This defaulted date allows time for the Transportation department to process the request.

Service Type

This field represents either the creation of a new stop or the elimination of a currently existing stop. This is a required field. The default for this field is “Add”. The two options are:

- Add
- Remove

Add is for those requests wanting to add a bus stop or related service. Remove is for those requests wanting to terminate an existing stop or service.

Site

This field represents traditional school building locations that are owned and managed by the District, as well as, a host of partner sites. Some examples of partner Sites are Rose City Park School site, Alameda Site, Regence Boys and Girls Club Site, Y-arts daycare Site and Fernwood Site.

This is a required field. For all instances, other than requesting a “Hitcher”, the Site is the Student’s home school.

In this example, Rose City Park is selected.

Site:

If a Site is missing, please contact Transportation Department at Transportation@pps.net or 503-916-6901.

Program

This field represents the services provided for Student, based on the “Site” selected above. Program cannot be selected until Site has been selected. This is a required field.

Programs include traditional general education K-12 instructional programs, as well as dozens of other PPS directly sponsored or indirectly sanctioned programs or activities. Some examples are PPS K-5 General Education program, Glencoe PPS-contracted onsite after school daycare, Faubion SUN after school Program, Dual Immersion Language program, ACCESS Program and the PPS Beverly Cleary 4-8 General Education Program.

For this example, ACCESS is selected as one of the Programs for Rose City Park.

Program:

If a Program is missing, please contact Transportation Department at Transportation@pps.net or 503-916-6901.

Reason

This field represents the reason the request is being requested. This is a required field. Options are:

- New Stop Request
- 504 Accommodation (Section 504 of the Rehabilitation Act) for Students
- ADA Accommodation (American Disabilities Act) for Parents

- Safety Review
- PPS-Sponsored School Care
- Club/Educational Program
- Activities
- PPS Extended Day Educational Program
- Hitcher
- Temporary Medical Education Plan (a.k.a. temporary 504)
- Title X (McKinney-Vento) Homeless

None of these options, except for “Hitcher”, have any specific rules attached to them. If “Hitcher” is selected, in the “[Stop Request Details](#)” section, the Hitcher Location field becomes a required field, as does its Zip Code field. These rules will be addressed in “[Stop Request Details](#)” section.

Background Request Information

This field is simply used to provide additional information to support the reason for the request. This field is not required.

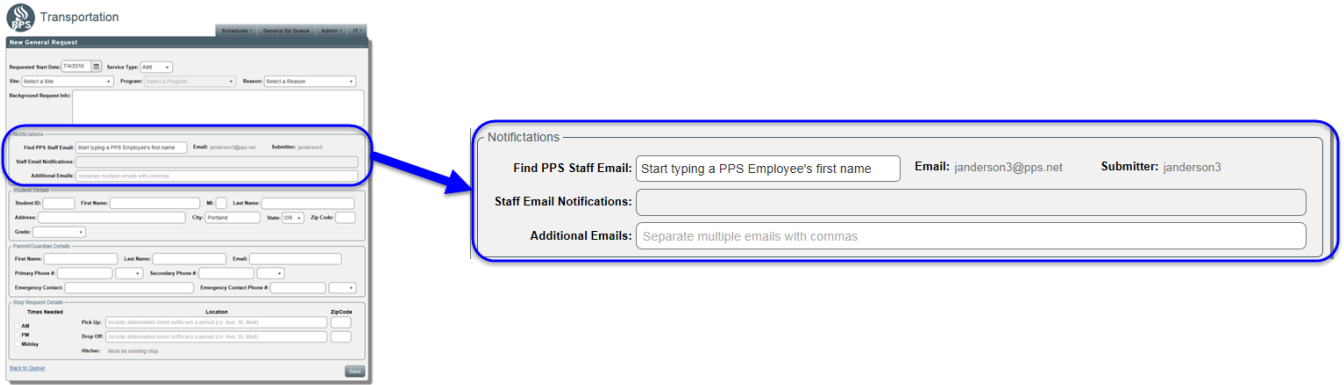
Notifications

The information in this section is used for email notifications sent when a GT Request obtains a status identified as needing email notification. Which statuses receive an email notification is determined by the Transportation Department. An example of when an email is sent is when a GT Request is submitted. The GT Request obtains a status of “Submitted”, which is identified as a status that receives an email. Thus, the submitter and any PPS staff or other individuals identified here receive an email notification.

Following fields are included in the Notifications section:

- Email
- Submitter
- Find PPS Staff Email
- Staff Email Notifications

- Additional Emails



Email

This is the email address of the person submitting the request, if you are a PPS staff member. It is a read only field, you cannot modify this field. Emails initiated by status modifications will be sent to this address.

Submitter

This is the ID of the person submitting the request. It is a ready only field, you cannot modify this field.

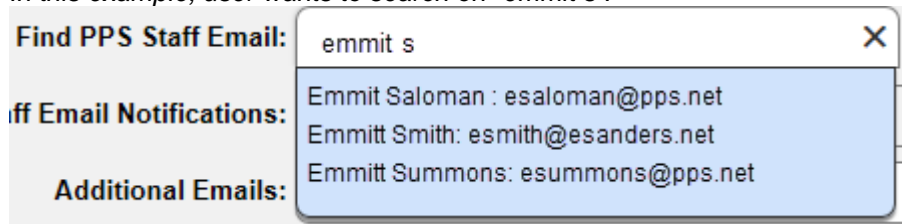
Find PPS Staff Email

Email notifications are used when requests change to specific statuses. If a GT Request changes status and the new status is identified as needing an email notification, an email is sent.

Search functionality does not care about initialization. In other words, there is no difference between “Cindy Smith” and “cindy smith”.

To request other PPS staff member(s) receive email notifications, start typing in the first name of the desired PPS staff member. You can continue to type in their last name, after the first name, to help limit the search results.

In this example, user wants to search on “emmit s”.



When options are presented, select desired email address.

For this example, Emmitt Smith is selected.

Find PPS Staff Email:

Staff Email Notifications:

Additional Emails:

- Emmit Saloman : esaloman@pps.net
- Emmitt Smith: esmith@esanders.net
- Emmitt Summons: esummons@pps.net

Selected email address is added to [Staff Email Notifications](#) field.

Example shows Emmitt Smith being identified as receiving email notifications.

Find PPS Staff Email:

Staff Email Notifications: Emmitt Smith

These steps can be repeated as many times as needed to identify the PPS staff members that need to receive an email notification. Only a single email address can be added at a time.

Staff Email Notifications

This field is populated with emails selected from [Find PPS Staff Email](#). You cannot add email addresses for PPS staff here, this is list of those receiving email notifications based on status changes.

For this example, Troy Aikman and Michael Irvin will receive email notifications.

Find PPS Staff Email:

Staff Email Notifications: Troy Aikman Michael Irvin

To remove a PPS staff member identified as getting email notifications, simply select the to the right of their name

Example shows Troy Aikman being removed from email notification list.

Find PPS Staff Email:

Staff Email Notifications: Troy Aikman 

Additional Emails

For individuals you want notified, via email, of status changes throughout the lifecycle of the GT Request, type in their email address. Anyone identified in this area will receive an email notification when the GT Request is changed to a status identified as needing an email notification.

Certain information within the GT Request, like the information contained in “Background Request Info” field, is included in the email notification.

If you want to add more than one email address, separate desired emails with a comma. There is no validation performed on the emails input, so please be sure to type in email addresses accurately.

Example shows email addresses jeffanderson@gmail.com and troyaikman@dallascowboys.com will receive email notifications.

Additional Emails:

Public Information

Text within the GT Request is included in emails sent, so please make sure there is no information, like student confidential information, included in your GT Request that you do not want the email recipients to receive.

Student Details

The information in this section pertains to the student the GT Request is for.

Following fields are included in the Student Details section:

- Student ID
- First Name
- MI
- Last Name
- Address
- City
- State
- Zip Code
- Grade

The image shows a screenshot of the 'Transportation' software interface. The main window is titled 'New General Request' and contains various input fields for request details. A blue callout box on the right side of the screenshot highlights the 'Student Details' section, which includes the following fields:

- Student ID:
- First Name:
- MI:
- Last Name:
- Address:
- City:
- State:
- Zip Code:
- Grade:

Student ID

Student's Synergy PPS ID. This is a required field. This field, as well as Student's Last Name, can be used to obtain all of the fields in the Student Details section from Synergy. The search for Student information starts when the 6th number is typed in.

Since the search does not occur until the 6th number is typed, either a single Student's information will be displayed or none at all (if no student matches the Student ID input). If you select the displayed Student, their data in Synergy, will be downloaded into this section. All fields in "Student Details" section will be downloaded from Synergy, if they exist in Synergy.

For this example, 228792 is typed in and Freddie Anderson is selected.

The image shows a close-up of the 'Student ID' field in the form. The value '228792' is entered. A dropdown menu is open, displaying the following information for the selected student:

- Anderson, Freddie -
- Franklin
- H.S.: 10

All fields in "Student Details" section will be downloaded from Synergy, if they exist in Synergy.

Once a field is downloaded from Synergy, you can still modify it. For example, if the Address field was populated with "1205 SW Jackson Road" from Synergy, you can modify it to read "1205 SW Jackson Road, Apt. 12A".

Only information for "Student Details" section is downloaded from Synergy, no other sections of the GT Request are populated.

If a field is populated in the Student Details section when you request to download data from Synergy, the information that is currently in the field will be replaced with the data from Synergy. For example, if in the Zip Code field you typed in 97210 and then selected to download data from Synergy and Synergy had the Zip Code as 97200, 97200 would overwrite the 97210 currently in the Zip Code field.

First Name

Student's first name. This is a required field.

MI

Student's Middle Initial.

Last Name

Student's Last Name. This is a required field. This field, as well as Student's ID, can be used to obtain all of the fields in the Student Details section from Synergy. The search for student information starts upon typing the 3rd letter in the last name of the desired student. You can continue to type in their first name, after the last name, to help limit the search results. To do this, simply put a comma after the last name is typed, then a space, followed by starting to type the first name. For example, "Smith, J" would give you all the Smith's whose first name started with a 'J'.

In this example, "anderson, ma" is typed in to filter results, then Marcus Anderson is selected.

The screenshot shows a search input field labeled "Last Name:" containing the text "anderson, ma". A dropdown menu is open below the input field, displaying three search results:

- Anderson, Malik O - Bridlemile K-6: 05
- Anderson, Marcus J - Woodstock E.S.:002
- Anderson, Martin P - Duniway E.S.:07

A mouse cursor is positioned over the second result, "Anderson, Marcus J - Woodstock E.S.:002".

The larger the quantity of results, the longer it takes for the system to present results. For example, if you typed in just "And", it will take longer for the system to provide results than if you typed in "Anderson".

If you select one of the student's displayed, their information in Synergy will be downloaded in this section. All fields in "Student Details" section will be downloaded from Synergy, if they exist in Synergy.

Address

Student's address. This is a required field.

City

Student's home city. This is a required field. This field will default in with "Portland".

State

Student's home state. This is a required field. This field will default in with "OR". The only two options are "OR" and "WA".

Zip Code

Student's home zip code. This is a required field. It must consist of five numbers.

Grade

Student's current grade. This is a required field. In addition to the standard 1st through 12th grades, there are also "Pre-Kindergarten", "Kindergarten" and "Adult Ed" options.

Parent/Guardian Details

The information in this section pertains to the parent or guardian of the student the GT Request is for.

Following fields are included in the Parent/Guardian Details section:

- First Name
- Last Name
- Email
- Primary Phone Number
- Primary Phone Number Type
- Secondary Phone Number
- Secondary Phone Number Type
- Emergency Contact
- Emergency Contact Phone Number

The image shows a screenshot of the 'New General Request' form in the Transportation system. A blue box highlights the 'Parent/Guardian Details' section, which is also shown in a larger, detailed view to the right. The detailed view includes fields for First Name, Last Name, Email, Primary Phone #, Secondary Phone #, and Emergency Contact.

Synergy Upload

Unlike Student information in “Student Details” section, Parent and Emergency Contact information are *NOT* downloaded from Synergy, based on data format incompatibility.

First Name

Parent/Guardian first name. This is a required field.

Last Name

Parent/Guardian Last Name. This is a required field.

Email

Parent/Guardian email address. There is no validation on if it is a valid email address, just that the format is valid. Only a single email address can be entered.

Primary Phone Number

Parent/Guardian primary phone number. If this field is populated, it is required to be 10 numbers.

Primary Phone Number Type

This field does not have a label. It corresponds to the Primary Phone Number field. If “Primary Phone #” field is populated, it is required. Options are:

- Cell
- Home
- Work

Secondary Phone Number

Parent/Guardian secondary phone number. If this field is populated, it is required to be 10 numbers.

Secondary Phone Number Type

This field does not have a label. It corresponds to the Secondary Phone Number field. If “Secondary Phone #” field is populated, it is required. Options are:

- Cell
- Home
- Work

Emergency Contact

Parent/Guardian emergency contact. This field contains both the first and last name of the emergency contact.

Emergency Contact Phone Number

Parent/Guardian secondary phone number. If this field is populated, it is required to be 10 numbers.

Emergency Contact Phone Number Type

This field does not have a label. It corresponds to the “Emergency Contact Phone Number” field. If “Emergency Contact Phone #” field is populated, it is required. Options are:

Following fields are included in the Stop Request Details section:

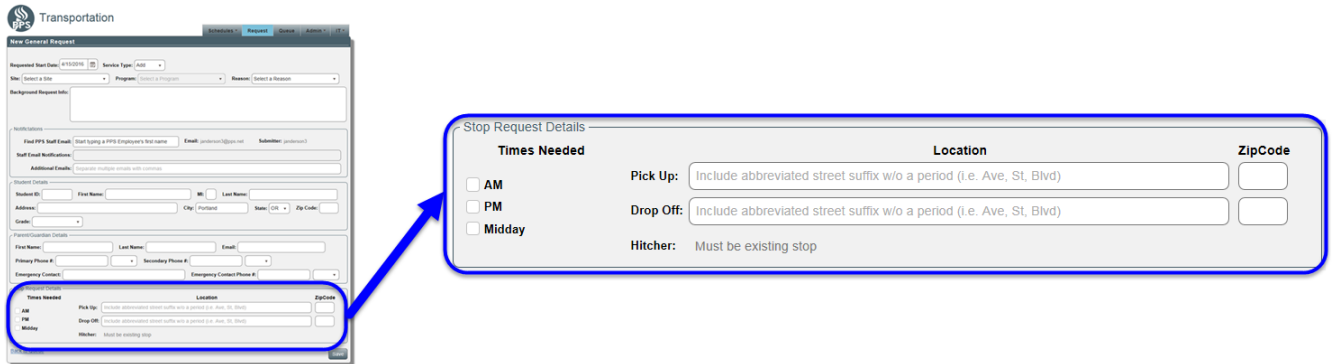
- Cell
- Home
- Work

Stop Request Details

The reason for a GT Request is to either add or remove a bus stop. The information in this segment pertains to the stops being requested/cancelled.

Following fields are included in the Stop Request Details section:

- Times Needed
- Pick Up Location
- Pick Up Zip Code
- Drop Off Location
- Drop Off Zip Code
- Hitcher Location
- Hitcher Location Zip Code



In this section, at least one Location must be populated, along with its accompanying zip code. At least one of the following must be populated:

- Pick Up Location
- Drop Off Location
- Hitcher Location

Times Needed

These fields identify the time of day of the stop(s). Options are:

- AM
- PM

- Midday

AM: Trip that occurs in the morning from home-to-school.

PM: Trip that occurs in the afternoon from school-to-home.

Midday: Trip that occurs after the morning home-to-school trip and before the afternoon school-to-home trip.

More than one option can be selected, but you are required to select at least one.

Pick Up Location

This field represents the address where the Student is to be picked up in the morning on the way to school.

There is no correlation between this field and any Times Needed options. But, more commonly than not, if “AM” option of “Times Needed” is selected, this is the field you would want to populate.

Pick Up Zip Code

Pick Up Location zip code. This is a required field if Pick Up Location is populated. If this field is populated, it is required to be 5 numbers.

Drop Off Location

This field represents the address where the Student is to be dropped off in the afternoon on the way home from school.

There is no correlation between this field and any Times Needed option. But, more commonly than not, if “PM” option of “Times Needed” is selected, this is the field you would want to populate.

Drop Off Zip Code

Drop Off Location zip code. This is a required field if Drop Off Location is populated. If this field is populated, it is required to be 5 numbers.

Hitcher Location

This field represents the address of an existing stop where the Student is picked up/dropped off when they are utilizing a bus for transportation to a school different than their home school.

This field is only accessible if “Reason” has selection of “Hitcher”. If you are submitting a request for a Hitcher, please provide pertinent additional details in the “Background Request Info” field. If “AM” is selected on “Times Needed”, then it is assumed Hitcher is requesting transportation from stated stop in the morning to school. If “PM” is selected on “Times Needed”, then it is assumed Hitcher is requesting transportation to stated stop in the afternoon after school. If either of these assumptions are inaccurate, please state needs in the “Background Request Info” field.

Example highlights Hitcher Location and Hitcher Zip Code fields based on selection of “Hitcher” Reason.

The screenshot shows the 'New General Request' form. The 'Reason' dropdown menu is set to 'Hitcher' and is circled in red. A red arrow points from this dropdown to the 'Hitcher' field in the 'Stop Request Details' section, which is also circled in red. The 'Hitcher' field contains the text 'Must be existing stop'. Other fields include 'Requested Start Date' (7/22/2016), 'Service Type' (Add), 'Site', 'Program', 'Background Request Info', 'Notifications', 'Student Details', and 'Parent/Guardian Details'.

Hitcher Zip Code

Hitcher Location zip code. This is a required field if Hitcher Location is populated. If this field is populated, it is required to be 5 numbers.

Parents are required to complete and sign an accompanying permission form that can be found at <http://www.pps.net/Page/179>.

View GT Request

Upon saving a GT Request, the quantity of sections displayed expands, as well as an additional field is added to an existing section. All of the expanded sections are only accessible to the Transportation Department. The one added field, that you can modify, is the Status field. Details regarding status options are located in the following chapter, titled [Modify GT Request](#).

Example shows Status field is not displayed prior to GT Request being submitted.

Requested Start Date: 7/13/2016 Service Type: Add
 Site: Select a Site Program: Select a Program Reason: Select a Reason

Following example shows added Status field in Request Information section, upon submission.

Request #: 10 Submitted Date: 06/13/2016
 Requested Start Date: 8/20/2016 Service Type: Remove Status: Validating

The new sections, which are located below the “Transportation Staff Use Only” line, and are only accessible to Transportation Department, are as follows:

- Transportation Department Details
- Approved Details
- Denied Details
- Transaction History

Example shows expanded Transportation Department fields.

The screenshot shows the 'Transportation Staff Use Only' section with the following fields:

- Edulog Code:** [Text Field]
- Staff Activity Notes:** [Text Area]
- Approved Details:**
 - Effective Date: [Date Picker]
 - + Add new record
 - Table with columns: Route Id, Stop Description, Stop Time, Stop Code
- Denied Details:**
 - Reason: Select a Denied Reason
 - Reason Explanation: [Text Area]
- Transaction History Table:**

Created Date	Status	Created By	Days
06/13/16 08:53 AM	Submitted	janderson3	
			Total Days: 0

At the bottom, there are navigation buttons (Back to Queue, Save) and a pagination indicator (1 - 1 of 1 items).

Example shows four new sections, below the “Transportation Staff Use Only” identifier.

The screenshot shows a web form for a GT Request. At the top, the text "Transportation Staff Use Only" is circled in red with an arrow pointing to it. Below this, there are four numbered sections:

- 1:** A large text input field labeled "Staff Activity Notes".
- 2:** A section titled "Approved Details" containing an "Effective Date" field with a calendar icon, a "+ Add new record" button, and a table with columns: Route Id, Stop Description, Stop Time, and Stop Code.
- 3:** A section titled "Denied Details" containing a "Reason" dropdown menu (currently showing "Select a Denied Reason") and a "Reason Explanation" text input field.
- 4:** A summary table with columns: Created Date, Status, Created By, and Days. The data row shows: 06/13/16 07:57 AM, Submitted, janderson3, and 0. Below the table is a pagination bar with "1 - 1 of 1 items" and a "Save" button.

At the bottom left, there is a "Back to Queue" link.

There are two separate sections, which are utilized when a final decision is made. These sections are opposite of one another, so typically only one of the sections is populated for a GT Request at a time. These sections are Approved Details and Denied Details.

Transportation Department Details

Edulog Code

This field is based on the Site and Program connection, which it used in the EDULOG application.

Staff Activity Notes

This field is used for inputting notes throughout the GT Request Lifecycle. These notes support the final decision determined for the GT Request. When you encounter a GT Request with a status of “Incomplete”, look here to determine which fields need further clarification.

Approved Details

This section is populated if a decision was made to approve the GT Request and stop details were input.

Effective Date

Date the bus stop(s) are to begin.

Stop Records

For each approved stop there is a record. The fields per stop are:

- Route ID
- Stop Description
- Stop Time
- Stop Code

Denied Details

Reason

This field provides an explanation as to the reason the GT Request is being denied.

Reason Explanation

Text field that may be populated with further details to the reason the GT Request was denied.

Transaction History

Each time a GT Request changes status, a record is input in the Transaction History section. This section does not contain a label. The fields per status change are:

- Created Date
- Status
- Created By
- Days

Created Date: Date and Time the GT Request obtained the status identified in the Status column.

Status: Status the GT Request has/had. The top row represents the current status of the GT Request. All rows after the first row represent the status history of the GT Request.

Created By: User ID of the Transportation Department who changed the status of the GT Request.

Days: Quantity of days the GT Request retained the stated status before it was changed to another status. The top row represents the current status, so there are no days displayed for it.

Modify GT Request

Statuses

Once a GT Request has been saved, it is provided a status of “Submitted”. In general, a GT Request could go through multiple statuses through its lifecycle before a decision is made. Depending on the status of a GT Request, determines if you are capable of modifying it. Once Transportation Department starts processing a GT Request, it cannot be modified. Following are statuses that allow you to modify a GT Request:

- Submitted
- Incomplete
- Resubmitted

Submitted: GT Request initiated, but Transportation Department has not begun working on it.

Incomplete: Transportation Department has determined a decision cannot be made for the GT Request, due to incomplete or missing information. Modifications need to be made to the GT Request before Transportation Department can determine a decision. Details regarding the issues that need resolution can be found in “Staff Activity Notes” field.

Resubmitted: Once you provide all the needed information for a GT Request with a status of “Incomplete”, you need to change the status to “Resubmitted”. This allows the Transportation Department to know the GT Request is now complete and can continue processing.

Cancel GT Request

At any time that you determine a submitted GT Request, that has not yet been approved, is no longer valid; you can request for it to be cancelled. You need to modify the status of the GT Request (see [Modify GT Request](#)). Select the “Request for Cancellation” options on the Status field. Upon selecting this option, Transportation Department will insure progress for the GT Request is halted and if any work has been completed, it will be eliminated. Once Transportation Department has finalized cancellation of the GT Request, they will provide it a Status of “Cancellation Request Processed”.

If a GT Request has been provided a Status of “Approved” and Service Type is “Add”, then that means the Transportation Department has already completed all necessary work to add a stop. At this point, you cannot cancel the GT Request; you would need to create a new GT Request to remove the approved stop. To do this, you would create a new GT Request (see [Create GT Request](#)) and select Service Type of “Remove” and provide the necessary details for the stop you want removed.

If a GT Request has been provided a Status of “Approved” and Service Type is “Remove”, then that means the Transportation Department has already completed all necessary work to remove a stop. At this point, you cannot cancel the GT Request; you would need to create a new GT Request to add back the removed stop. To do this, you would create a new GT Request (see [Create GT Request](#)) and select Service Type of “Add” and provide the necessary details for the stop you want returned.

Example shows “Request for Cancellation” being selected.

