

## Transportation Data in Synergy & How To Print Tags

Welcome back from summer. It's a new year and it is Transportation Tag season again! Below is a quick over view to help you create and manage your student Tags. For new school employees, please keep in mind that all PK through 3rd grade students are required to wear Bus Tags the first 3 weeks of school. Pre-kindergarten and Designated ESL student must wear Yellow Bus Tags all year. At the Principal's discretion some schools run White and Yellow Tags all year. Below are guidelines and instructions to help you with these tags.

Here is an excerpt from the PPS Transportation Guidelines for your information.

<http://www.pps.net/Page/142>

“Pre-kindergarten students (and Designated ESL students you select) must wear an approved Yellow Bus Tag designating their name, school, emergency phone number, route number and bus stop.

Kindergarten through 3rd grade must wear an approved White Bus Tag for the first three weeks of school....”. Designated ESL students (of any age) are chosen by the school based upon your judgement.

Yellow Bus Tags are to insure that a Pre-K or Designated ESL student ARE MET at the stop. “Pre-kindergarten, and designated ESL students must be met at their “from” school stop by a responsible person. Unmet students will be returned to the sending school/center ...” Again, Designated ESL students (of any age) are chosen by the school based upon your judgement.

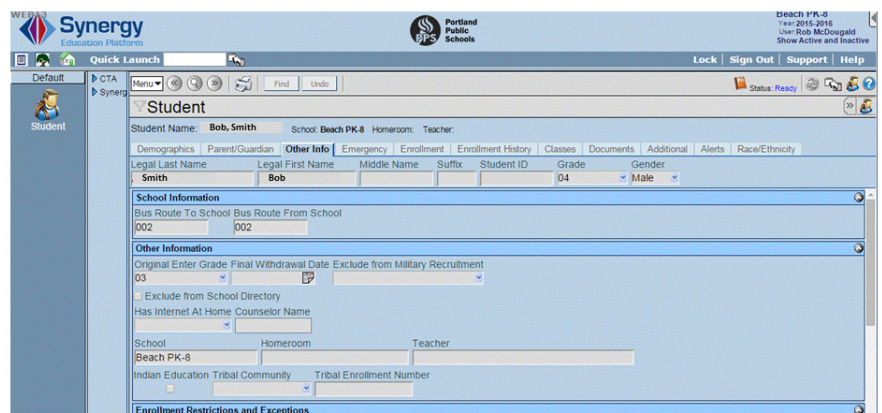
White Bus Tags are to assist the bus drivers and Loading Zone staff with loading the bus and insuring the student gets off at correct bus stop during Fall Startup. These K-3 students ARE NOT required to be met at the bus stop during Fall Startup or during the regular school year.

It is District policy that general education students (Kindergarten –12th grade) do NOT have to be met at the “from” school bus stop with the exceptions just noted. Of course, all buses must be met in the Loading Zone at the school by school staff to insure students are safely seen into the building.

### **Student Transportation Information in Synergy.**

Synergy stores your student's Bus Route number and Bus Stop description in the *Other Info* tab.

Your student tags are available as a PDF download through a report in Synergy. The info that populates these tag reports come from our Edulog route planning system which attempts to estimate which



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bus route and stop the student MAY be using based upon proximity.

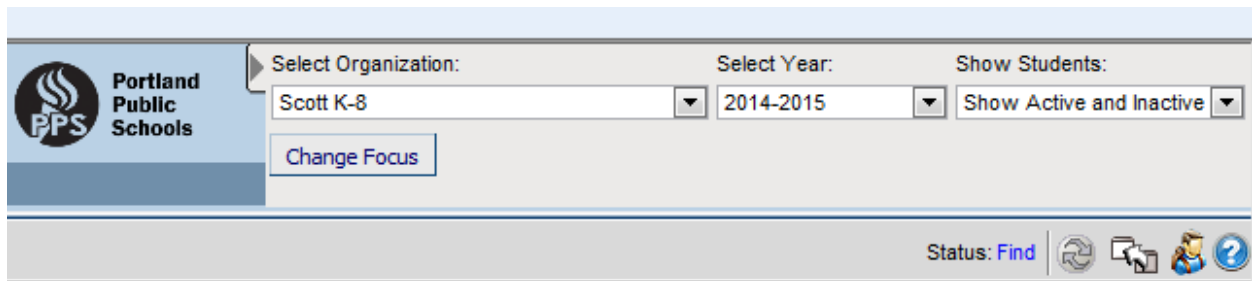
### Managing Tag Information in Synergy.

Each night our Edulog planning system uploads the route and stop information to the Other Info Synergy tab. ***You can correct this information within Synergy, but you need to let us know first so we don't automatically over-write your changes each night.*** Many schools opt to have us upload their information during Fall Startup and then discontinue the nightly uploads so they may better manage the information. Please contact us directly if you wish to maintain this information yourself as you have the best knowledge of who uses each route and stop each day. Our planning system is not capable of storing this adequately.

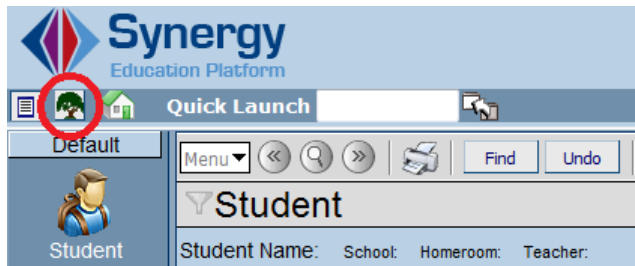
### Printing Tags From Synergy.

Here are some basic instructions how to download a .PDF document of these Tags to be printed out on the appropriate color paper.

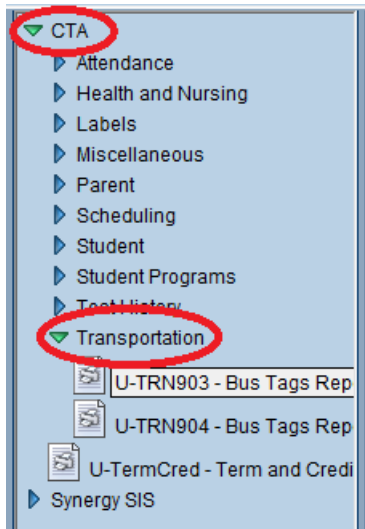
Open Synergy and make sure that you are looking at your school. Your Selected Organization should be focused on your school name. If not, then Change Focus to your school.



Click on the Show/Hide Navigation Tree button (the Tree button on the left side of the screen).



Click on CTA then Transportation on the newly opened Navigation Column.



### White Bus Tags.

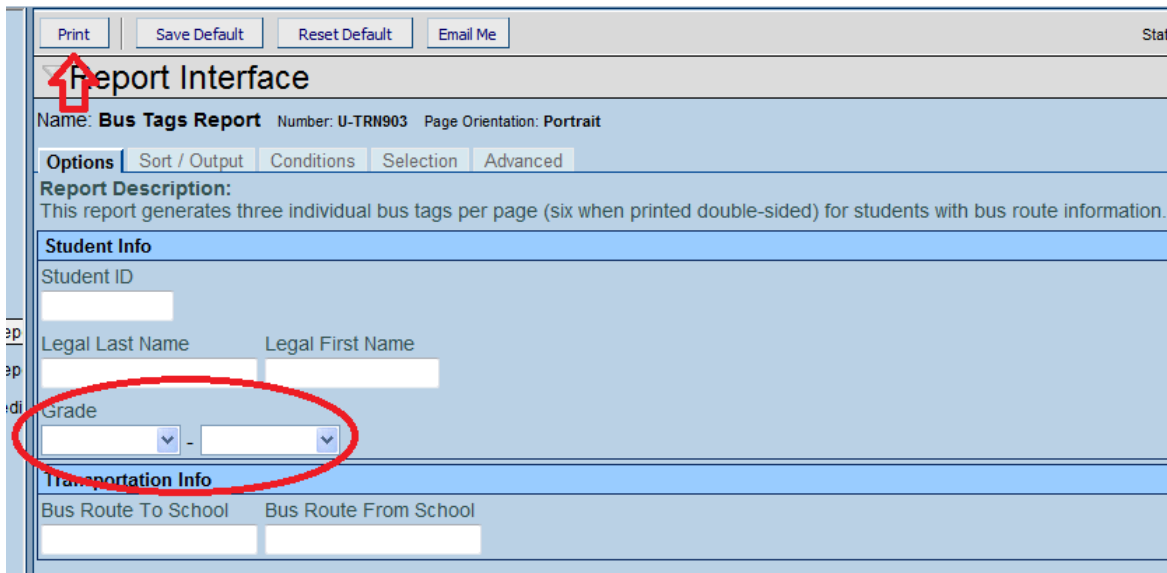
To Print or Save the White Bus Tags.

Select and Run the *U-TRN903* report for your K-3 students.

-Select the grade range you want to print using the dropdown choices. Select K-3<sup>rd</sup> grade.

Note. You can also print single Bus Tags by entering the student's last or first name.

-Then click the Print button to generate your White Bus Tags. Copy these onto white cardstock.



### If you have PK Students.

To Print or Save the Yellow Bus Tags for your Pre-K students.

Select and Run the *U-TRN903* report again.

-Select the grade range you want to print using the dropdown choices. Select the PK grade.

Note. You can also print single Bus Tags by entering the student's last or first name.

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-Then click the Print button to generate your Yellow Bus Tags. Copy these onto yellow cardstock.

**If you have ESL Students that can benefit from a Bus Tag.**

To Print or Save the **Yellow Bus Tags for your Designated ESL students**.

Select and Run the *U-TRN903 - ELL* report.

-Select the grade range you want to print using the dropdown choices. Select the appropriate grade.

Note. You can also print single Bus Tags by entering the student's last or first name.

-Then click the Print button to generate your ESL Yellow Bus Tags. Copy these onto yellow cardstock.

Note: If you modify your tags or student information, please be aware that the transportation data is uploaded from our routing software, Edulog, every evening and will over write anything that you might have changed in the transportation fields. Please contact the routing department if you would like to not have your data uploaded every evening and we can take your school out of the query that is run in Edulog each evening.

If you have any questions, please contact the transportation office (503-916-6901) or [transportation@pps.net](mailto:transportation@pps.net)