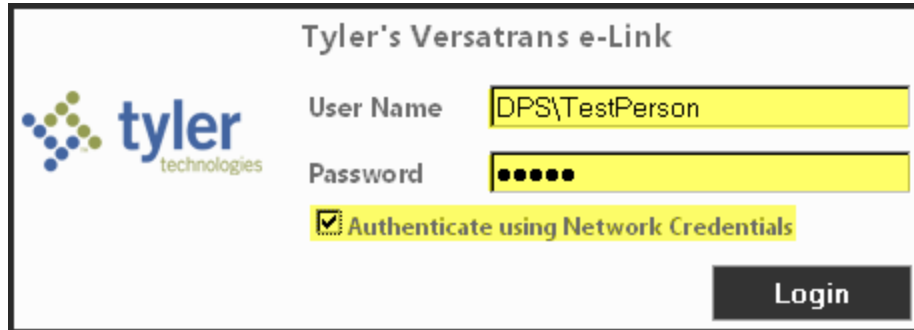



## Student Route Stop Information Quick Reference For Non-DPS

### How to log into Student Route Stop Information:

1. Open your web browser (Internet Explorer or Firefox).
2. From the Dayton Public Schools homepage click the **Our Community** menu, then **Student Route Stop Information**.
3. Click **LOG IN HERE**



Tyler's Versatrans e-Link



User Name

Password

**Authenticate using Network Credentials**

**Login**

4. Enter your network login.
5. Enter your network password.
6. Click the checkbox for **“Authenticate using Network Credentials”**.
7. Click Login button, the main page will appear to look up Student Route Stop Information.

### How to look-up students:



1. Click Find Students from toolbar.
2. Complete fields based on what you are looking for.
  - a. Note: The Asterisk **“\*”** is used as a wild card when looking for students. Example: Jack\*
3. Click Find Students.

### Search Results

Search: 'First Name' equals 'ri\*' AND 'Last Name' equals 'ja\*' Search returned 5 of 5 total records found...

Student Name	School	Grade
<a href="#">Jack , Ri</a>	DECA PREP	04
<a href="#">Jack , Ria</a>	TYLER'S SCHOOL FOR THE ARTS	09
<a href="#">Jack , Ric</a>	KIDER PRE-K-08 SCHOOL	06
<a href="#">Jack , Rio</a>	PATHWAY SCHOOL OF DISCOVERY	06
<a href="#">Jam , Rica</a>	TUTION STUDENT	11

Page: 1 of 1 |

4. Results will display.

## Student Route Stop Information Quick Reference For Non-DPS

### How to view a student:

1. From the search results, click the student name.
2. The student information displays. You will be able to see if the student is a walker or a bus rider.
  - a. Example of a Bus Rider:

**Student Information**

First Name:	Rich	Last Name:	Jac
Student ID:		Middle Name:	
Grade:	06	Last Name Suffix:	
School:	KISER PreK-08 SCHOOL	Legal Name:	
Program:	DPS		
Eligibility:	B	Gender:	M

[Hide Transportation Information](#)

**Transportation Information**

**Request Information:** Type: IN Status: Ride From: DANNER AVE @ W STEWART ST [NW]  
Days: All To: KISER PreK-08 SCHOOL 8:58 AM

From	Time	Route	Bus	Days	To	Time
DANNER AVE @ W STEWART ST [NW]	8:41 AM	KIS11A	089	MTWHF	KISER PreK-8 School	8:58 AM

**Request Information:** Type: OUT Status: Ride From: KISER PreK-08 SCHOOL 3:40 PM  
Days: All To: DANNER AVE @ W STEWART ST [NW]

From	Time	Route	Bus	Days	To	Time
KISER PreK-8 School	3:40 PM	KIS05P	208	MTWHF	DANNER AVE @ W STEWART ST [NW]	3:56 PM

### How to view Student Bus Start Date:

1. From the Student Information screen, click Show Basic Information link.

School						STEWART ST [NW]
<a href="#">Show Basic Information</a>						

2. Click Show Info Fields link, the Start date displays.

**Info Fields** [Show Info Fields](#)

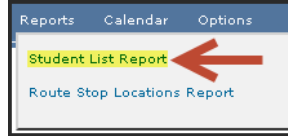
School						STEWART ST [NW]
<a href="#">Hide Basic Information</a>						
<b>Other Information</b>						
Medical Info:						
<p><b>Info Fields</b> <a href="#">Hide Info Fields</a></p> <p>START: 08/18</p>						

**The start date for transportation to begin for the student.**

## Student Route Stop Information Quick Reference For Non-DPS

### How to run a Student List Report:

1. Roll mouse over the Reports tab and select Student List Report.



2. The options for running the report will display. Complete fields based on the student list you wish to create.
3. Click Create Report Button
  - a. Example of creating a Student List for a grade and select school.

**Student List Report**

[Advanced Filter](#)

**Basic Filter**

First Name:

Last Name:

Student ID:

Family ID:

Grade:  ▼

School:  ▼

Incomplete/Unfulfilled Requests:

The drop-down was selected in each field to make the selections.

- b. Example of the output from running the report.

**Student List Report**

[Create New Report \(return to filter\)](#) | [Display PDF Version](#) |

Show transportation information  
 Show emergency contact information  
 Print each student on a separate page (PDF version)

48 records found.  
 "grade" equals "06"  
 AND "School Description" equals "KISER PreK-08 SCHOOL"

**Student List Report**

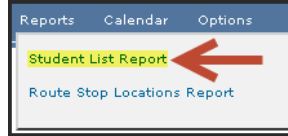
Aba, Moham Grade: 06										
Dir	Status	School	From	Time	Route	Bus	Days	To	Time	
I	Ride	KISER PreK-08 SCHOOL	E BRUCE AVE@MERRIMAC AVE	8:24 am	KIS04A	205	MTWHF	KISER PreK-8 School	8:55 am	
O	Ride	KISER PreK-08 SCHOOL	KISER PreK-8 School	3:40 pm	KIS04P	205	MTWHF	E BRUCE AVE@MERRIMAC AVE	4:05 pm	
Ada, Minas Grade: 06										
Dir	Status	School	From	Time	Route	Bus	Days	To	Time	
I	Ride	KISER PreK-08 SCHOOL	FIVE OAKS AVE@BELMONTE PARK N	8:41 am	KIS05A	208	MTWHF	KISER PreK-8 School	8:55 am	
O	Ride	KISER PreK-08 SCHOOL	KISER PreK-8 School	3:45 pm	KIS03P	136	MTWHF	FIVE OAKS AVE@BELMONTE PARK N	3:58 pm	
Asfa, Dir Grade: 06										
Dir	Status	School	From	Time	Route	Bus	Days	To	Time	
I	Ride	KISER PreK-08 SCHOOL	CROMWELL PL@BENNINGTON DR	8:26 am	KIS05A	208	MTWHF	KISER PreK-8 School	8:55 am	
O	Ride	KISER PreK-08 SCHOOL	KISER PreK-8 School	3:40 pm	KIS04P	205	MTWHF	CROMWELL PL@BENNINGTON DR	4:14 pm	
Avil, Artu Grade: 06										
Dir	Status	School	From	Time	Route	Bus	Days	To	Time	
I	Ride	KISER PreK-08 SCHOOL	RADIO RD@BLACKWOOD AVE	8:42 am	KIS08A	002	MTWHF	KISER PreK-8 School	8:55 am	
O	Ride	KISER PreK-08 SCHOOL	KISER PreK-8 School	3:46 pm	KIS08P	002	MTWHF	RADIO RD@BLACKWOOD AVE	3:56 pm	
Bak, Nico Grade: 06										
Dir	Status	School	From	Time	Route	Bus	Days	To	Time	
I	Ride	KISER PreK-08 SCHOOL	CHAPEL ST@MILBURN AVE	8:49 am	KIS04A	205	MTWHF	KISER PreK-8 School	8:55 am	
O	Ride	KISER PreK-08 SCHOOL	KISER PreK-8 School	3:40 pm	KIS04P	205	MTWHF	CHAPEL ST@MILBURN AVE	3:45 pm	

It displays the selections that were filtered on at the top of the report.

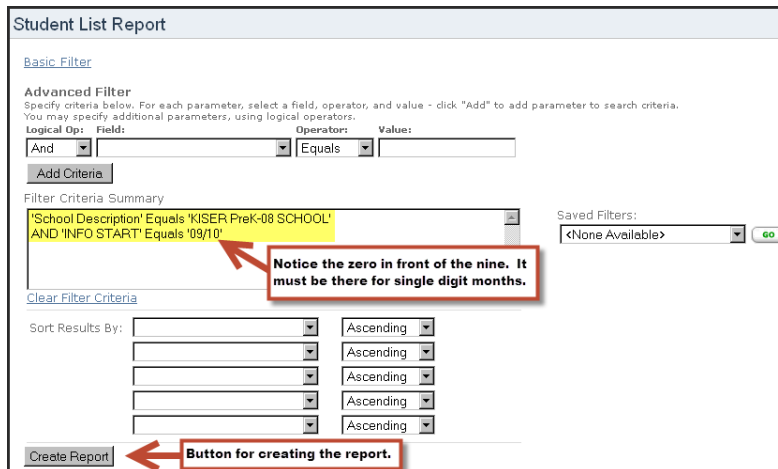
- c. **Note:** To see a detailed summary of a student, click the student's name and their summary will display. Click the browser back button to return to the Student List report.
4. To print the report, click the Display PDF Version link at the top of page.
  5. Click the printer icon within the PDF view to print.
  6. Click the OK button to confirm printing.

### How to run a Student List Report for Students with a New Bus:

1. Roll mouse over the Reports tab and select Student List Report.



2. The options for running the report will display.
3. Click the Advance Filter link.
4. Click Field drop-down and select School Description.
5. Click Operator drop-down and select Equals.
6. Click Value drop-down and select your school.
7. Click Add Criteria button.
8. Click Field drop-down and select Info Start.
9. Click Operator drop-down and select Equals.
10. Click Value drop-down and enter the date you wish to see students that has that start date.  
Format should be month slash day (i.e. 09/10, 10/31, 11/25, etc.).
11. Click Add Criteria button.
  - a. Your Search Criteria should look something similar to this example:



12. Click Create Report.
  - a. Example of the output from running the report.

## Student Route Stop Information Quick Reference For Non-DPS

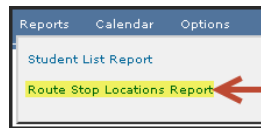
3 records found.  
"School Description" equals "KISER PreK-08 SCHOOL"  
AND "INFO START" equals "9/10"

**Student List Report**

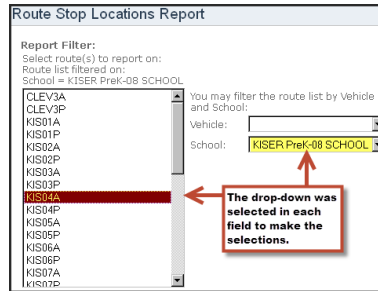
Dir	Status	School	From	Time	Route	Bus	Days	To	Time
Grade: 0K Home Phone: (937)781-9509									
I	Ride	KISER PreK-08 SCHOOL	E 2ND ST@N GARLAND AVE	8:31 am	KIS01A	250	MTWTF	KISER PreK-8 School	8:55 am
O	Ride	KISER PreK-08 SCHOOL	KISER PreK-8 School	3:43 pm	KIS01P	250	MTWTF	E 2ND ST@N GARLAND AVE	4:10 pm
Grade: 06 Home Phone: (937)301-8957									
I	Ride	KISER PreK-08 SCHOOL	N MAIN ST@E MUMMA AVE	8:44 am	KIS05A	208	MTWTF	KISER PreK-8 School	8:55 am
O	Ride	KISER PreK-08 SCHOOL	KISER PreK-8 School	3:45 pm	KIS05P	136	MTWTF	N MAIN ST@E MUMMA AVE	4:05 pm
Grade: 01 Home Phone: (937)397-5948									
I	Ride	KISER PreK-08 SCHOOL	OTTERBEIN AVE@STANFORD PL	8:37 am	KIS02A	232	MTWTF	KISER PreK-8 School	8:55 am
O	Ride	KISER PreK-08 SCHOOL	KISER PreK-8 School	3:40 pm	KIS02P	232	MTWTF	OTTERBEIN AVE@STANFORD PL	4:08 pm

### How to run a Route Stop Location Report:

- Roll mouse over the Reports tab and select Route Stop Location Report.



- The options for running the report will display. Complete fields based on the route stop location report you wish to create.
- Click the Generate Report button.
  - Example of creating a Route Stop Location for a route and select school.



- Example of the output from running the report.

## Student Route Stop Information Quick Reference For Non-DPS

Route Stop Locations Report					
<a href="#">Create New Report (return to filter)</a>   <a href="#">Display PDF Version</a>					
<b>Reports:</b>					
<input checked="" type="checkbox"/> Show students at stops <input type="checkbox"/> Show route map					
<input type="checkbox"/> Show days for students					
Day = Monday					
Route Stop Locations					
K1504A					
Bus: 205    Driver: MARV BEA    Distance: 8.82    Time: 35:00    Anchor: KIS					
Time	Stop	Pickup	Dropoff		
8:19 am	W FAIRVIEW AVE @ WILLOWOOD DR	0	0		
8:20 am	(1) 2332 N MAIN - EARLY LEARNING TREE DAYCARE [E]	1	0		
	Students	Grade	School		
	Nicho Brown	08	KIS		
8:21 am	(2) THEODORE AVE @ E PARKWOOD DR [E]	1	0		
	Students	Grade	School		
	Deyll Cott	08	KIS		
8:23 am	(3) POINTVIEW AVE @ KATHLEEN AVE [NE]	1	0		
	Students	Grade	School		
	Tigla Thom	07	KIS		
8:24 am	(4) MERRIMAC AVE @ E BRUCE AVE [SE]	3	0		
	Students	Grade	School		
	Abdulw Abak	01	KIS		
	Moham Abak	06	KIS		
	Sal Abak	05	KIS		
8:25 am	(5) MERRIMAC AVE @ ASHWOOD AVE [SE]	1	0		
	Students	Grade	School		
	Meg Sre	07	KIS		
8:26 am	(6) ASHWOOD AVE @ SYRACUSE AVE [NE]	0	0		
8:27 am	(7) SABINA AVE @ SANDHURST DR [SE]	1	0		
	Students	Grade	School		
	Dele Tell	07	KIS		

4. To print the report, click the Display PDF Version link at the top of page.
5. Click the printer icon within the PDF view to print.
6. Click the OK button to confirm printing.