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

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.

4. Results will display.
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:

   ![Bus Rider Example](image)

How to view Student Bus Start Date:

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

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

   ![Start Date Display](image)

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

   b. Example of the output from running 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. You Search Criteria should look something similar to this example:

12. Click Create Report.
   a. Example of the output from running the report.
How to run a Route Stop Location Report:

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

2. The options for running the report will display. Complete fields based on the route stop location report you wish to create.

3. Click the Generate Report button.
   a. Example of creating a Route Stop Location for a route and select school.
   b. Example of the output from running the 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.