Summary of Steps to Complete the Extraction and Formatting of the TIMS to PowerSchool Import File

1) Run the Bus Stop Extract Report as needed for…
   a) All Schools
   b) One School
   c) One or More Schools

2) Rename the Column Headers to Match the PowerSchool Field Names
   a) Column A = Student_Number (must have underscore, no space)
   b) Column B = FromTo   (no space or underscore)
   c) Column C = Description
   d) Column D = DepartureTime   (no space or underscore)
   e) Column E = BusNumber   (no space or underscore)

3) Remove the Leading Zeros from the PowerSchool ID
   a) Highlight all IDs and Convert to Number Format

4) Search and Replace Trip Types in Column B
   a) 1= "To School" Trip
   b) 2 = "From School" Trip

5) Truncate Stop Description to 30 Characters
   a) prior to February 2016 Update to PowerSchool

6) Save the Newly Edited File as a CSV (Comma Delimited)
   a) File>Save As> CSV (Comma Delimited)