

# TIMS

## School Code Replacement Database

This tool allows TIMS Staff to  
Auto-Assign Students to Another School Code



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# School Code Replacement Database

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During the summer, many LEAs will only hold classes at a few school locations, bringing students from multiple schools to a single building for summer classes.

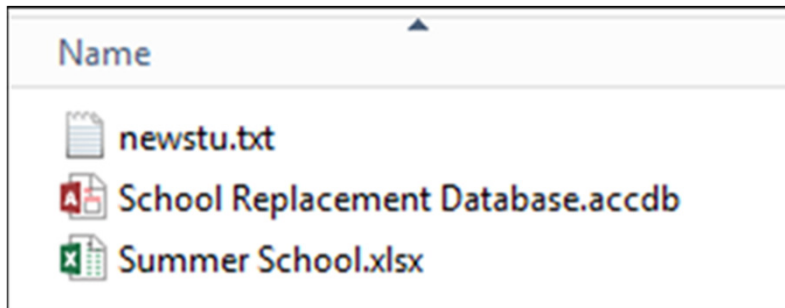
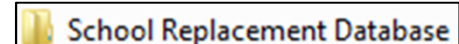
This has historically caused problems in TIMS as students are not assigned to this building and tend to have a different school code during the regular school year.

The School Code Replacement Database allows TIMS Staff to change the student's normal school code to a Summer School Code. With a list of Summer School Students and the building they are assigned to, TIMS Staff can now instantly change the school code for dozens, hundreds and even thousands of students at a time.

# School Code Replacement Database

In order for the database to work correctly, TIMS Staff will need the following:

- 1) School Code Replacement Database  
(typically located in the D:\School Replacement Database)
- 2) TIMS Extract from PowerSchool (newstu.txt)
- 3) Excel Spreadsheet of Students and their Summer School Building Assignments



*Contact TIMS Support Staff at NCSU or UNCC*

*if you do not have the School Replacement Database on your TIMS Server.*

# School Code Replacement Database

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## Summer School Student Spreadsheet

Historically, TIMS Staff are often given a list of summer school students at the last minute. Many times, it may be one spreadsheet from each school, with only hand typed student names and addresses.

For TIMS Staff to be as successful as possible in creating Summer Routes in a very short timeframe, it is important to have a single unified spreadsheet (or custom PowerSchool screen) that contains the Student PowerSchool ID and Summer School Building Code for each student.

Ideally, Summer School Ridership Info (Yes\No, AM\PM) is also collected and communicated to TIMS Staff through the spreadsheet or custom screen.

Any **information must contain Student PowerSchool ID** in order to open up more advanced and quicker routing processes within TIMS.

# School Code Replacement Database

The Summer School Spreadsheet **must contain** the following columns:

- Student PowerSchool ID (PSID)
- Summer School Code (SCH)

The following columns are optional, but preferred for School Transportation purposes:

- AM Transportation Flag (AM)
- PM Transportation Flag (PM)

	A	B	C	D
1	PSID	SCH	AM	PM
2	12629167	344	Y	Y
3	12629202	339	N	Y
4	12628604	341	Y	N
5	12629074	363	N	Y
6	12629505	357	N	Y
7	12629437	363	N	Y

# School Code Replacement Database

## Custom PowerSchool Student Screen for Summer School Transportation

Summer School Transportation 2021 ▼

HR: Clarke A 9 ETC

Summer School Code: 310

Summer School AM Transportation:  Y  N  A

Summer AM Address if different from Home Address - Use only if "A" shown above: [Empty text box]

Summer School PM Transportation:  Y  N  A

Summer PM Address if Different from Home Address - only if "A" shown above: 910 Tarboro Street Washington NC

This page provides options for

- Summer School Building Assignment
- Yes, No, Alternate Stop selections for AM\PM
- AM\PM Alternate Address Box (if applicable)
- Helps prevent typos with PSID, Home Address, etc.

*Not every LEA allows students an Alternate Stop Address. Some LEAs only provide Transportation to\from Home Address.*

# School Code Replacement Database

**Summer School Transportation 2021** ▼

HR: Clarke A 9 ETC

Summer School Code: 310

Summer School AM Transportation:  Y  N  O  A

Summer AM Address if different from Home Address - Use only if "A" shown above:

Summer School PM Transportation:  Y  N  A

Summer PM Address if Different from Home Address - only if "A" shown above: 910 Tarboro Street Washington NC

From a Summer School Spreadsheet or from an export of the Custom Student Screen in PowerSchool, the information provided to TIMS Staff can be formatted into the style shown to the right.

	A	B	C	D
1	PSID	SCH	AM	PM
2	12629167	344	Y	Y
3	12629202	339	N	Y
4	12628604	341	Y	N
5	12629074	363	N	Y
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6	12629505	357	N	Y
7	12629437	363	N	Y



# School Code Replacement Database

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## Summer School Information – Collecting\Managing Student Ridership

1. Some LEAs will design Summer Routes based on current (end of year) ridership data in TIMS. So if a student is assigned to a Bus, they will assign them to a Summer School Route. This can be problematic as summer ridership needs can be different from regular school days.
2. Other LEAs will assign All Summer School Students, whether they ride the bus currently or not. This can be more problematic as staff must now prepare routes for all 500 students (10 Buses) vs. the 250 student (5 Buses) had ridership information been collected.
3. Ideally, all summer students are being asked about their AM\PM Transportation to\from Summer School programs and this information is communicated to TIMS Staff via the Custom Screen or Summer Spreadsheet. Then, the Yes\No Codes can be imported into TIMS and used for managing summer school bus riders.

# School Code Replacement Database

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## Summer School Spreadsheet – Ridership Codes for AM and PM

If AM and PM Ridership Codes are collected, then TIMS Staff can quickly identify and easily display the students who have requested a bus ride to or from Summer School. This will help produce a much quicker turnover time when developing Summer School Routes.

Historically, TIMS Staff often receive a list of All Students enrolled in Summer School and have no idea which students need Summer Transportation. Please don't let this happen in your LEA.

Speak to the Summer School Coordinator. While it is good for TIMS to know which students are in Summer School, **it is more important for TIMS Staff to know which Summer Students require School Bus Transportation.**

# School Code Replacement Database

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## Understanding the School Replacement Database

**What It Is ...**

**What It Does ...**

**How to Use It ...**

# School Code Replacement Database

The TIMS Extract from PowerSchool (newstu.txt) contains the Student ID, the regular School Code for the Student and, if being used in your LEA, the Y's and N's for AM and PM Ridership as entered on the Student Transportation Page of PowerSchool.

Student ID	School Code	AM	PM
08236674525	910308000	Y	Y
01985188	910360000	N	N
01985190	910380000		
012544209	910314000	Y	Y
012462465	910360000	Y	Y
012446524	910314000	Y	Y
012460444	910360000	Y	Y

The School Replacement Database will read the information for each student in the Summer School Spreadsheet and update\replace their regular School Code and regular AM\PM Ridership Codes within the TIMS Extract and produce an updated newstu.txt file.

Staff then use this updated NewStu File during UPSTU into SS Data.

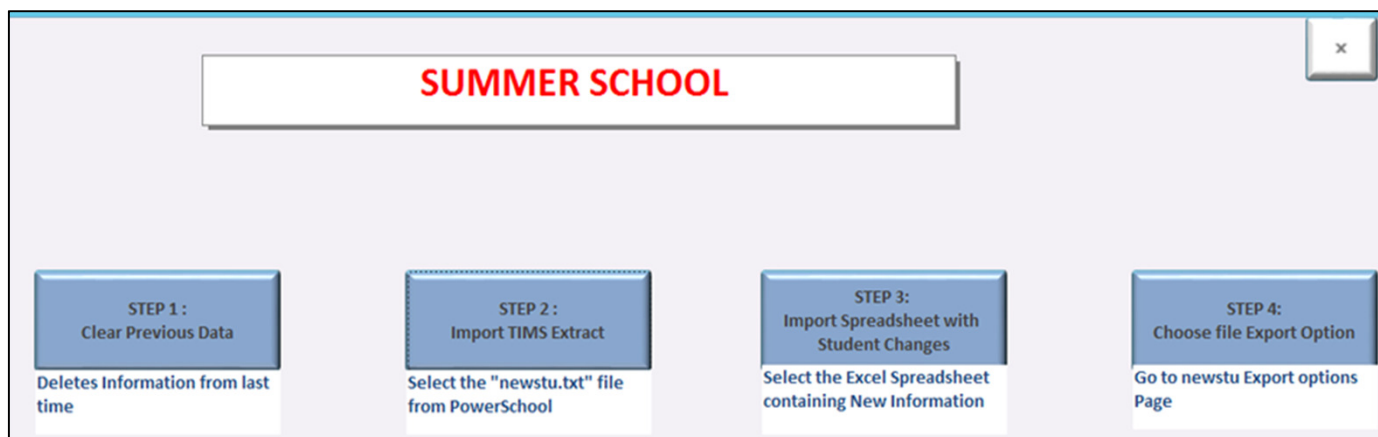
# School Code Replacement Database

## Instructions for Using the School Replacement Database

After opening the Database (typically located in the D:\School Replacement Database folder



- 1) Clear Previous Data
- 2) Import TIMS Extract
- 3) Import Student Spreadsheet
- 4) Choose Export Option

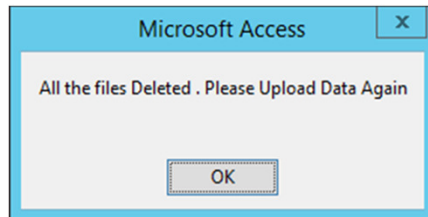
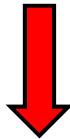


# School Code Replacement Database

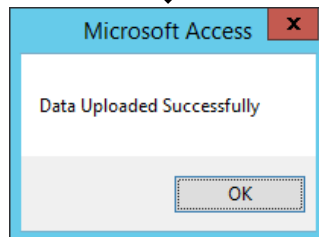
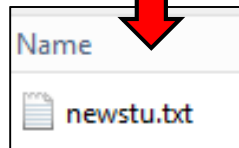
## Instructions for Using the School Replacement Database



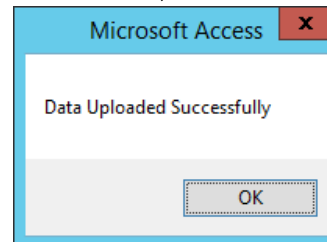
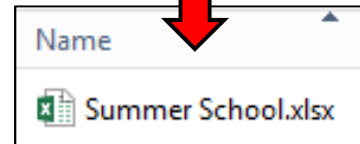
Click the Step 1 Button to Clear Previous Data



Click the Step 2 Button. Then browse to and select the most recent TIMS Extract

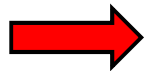


Click the Step 3 Button. Then browse to and select the Excel Spreadsheet

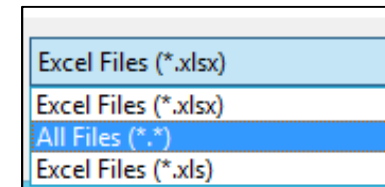


After Importing the NewStu.txt and Excel Spreadsheet;

Click the Step 4 Button to visit the Export Options Page



*You may need to view All Files to see Different versions of Excel Spreadsheets.*



# School Code Replacement Database

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There are two options for Exporting the Updated Student Information into an UpStu File.

## **Option 1: All Students Export (Recommended)**

This option produces a complete TIMS Extract containing all students with and without changes to their School Code and Ridership Codes.

## **Option 2: Changed Students Export Only**

This option produces a TIMS Extract containing only the students that were listed in the Excel Spreadsheet. All other students (non-summer) would not be included in the TIMS Extract.



*The All Students Export is recommended as operators may need all students within the TIMS Summer School Dataset in case assignments change and more students are added to the Summer Program at the last minute.*

# School Code Replacement Database

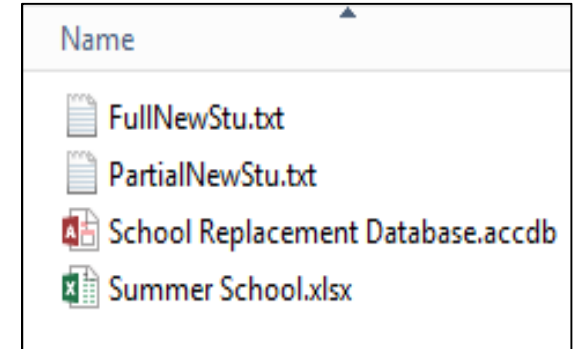
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## **Export Option 1:**

All Students Export will create a file named FullNewStu.txt in the same folder as the School Replacement Database

## **Export Option 2:**

Changed Students Export will create a file name PartialNewStu.txt in the same folder as the School Replacement Database.



TIMS Staff then take this Text File and use it to UPSTU into the TIMS Summer School Dataset.

Rename the file to newstu.dat and place in it TIMS Database used for Summer School

Example: ELT\SS\Server\Export

After then completing an UPSTU, all students will now be assigned to their Summer School Code as listed in the Excel Spreadsheet.



# TIMS

## School Code Replacement Database

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# General Steps for Summer School Work

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The design, size and complexity of Summer School Programs can change from year to year. The best steps and approaches within TIMS will depend on the specifics of your LEA but in general, here are the typical steps taken by many TIMS Staff.

*Please contact TIMS Support at NCSU or UNCC for LEA specific assistance.*

1. After getting a list of Summer School Students, Building Assignments, and Yes\No Ridership Data...
2. Import this information into Local1234 and\or AM\PM Trn-T fields.
3. Students can then be displayed by their Summer School Code in Local 1 and Ridership Data in AM\PM Trn-T.
4. If students are being consolidated to other buildings for summer school, display all of the Out of Boundary Students and then Echo\Clone Existing Stops for the new school code.
5. If students are not currently riders, create new bus stops for the summer school code as needed.
6. After displaying students and echoing\cloning stops for the other School, now use the School Replacement Database to reassign the students to the new school code.

# General Steps for Summer School Work

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## General Summer School Steps (cont.)

7. After using the School Replacement Database and completing an UPSTU into SS Data, create worklists to identify\display Summer School Bus Riders. (Local 1 = 308 and AM\PM Trn-T = Y)
8. Now create a worklist to identify\display all of the new stops that were cloned\echoed for Summer School.
9. Either on the Main Map or via EMU, perform a Student Batch Assign and auto-assign all students from the worklists in #7 to the Stops in the Worklist from #8.
10. They should all have stops already created and waiting for them and so the end result will be all Summer Students being assigned to Summer Stops for the other school code.
11. Now create a worklist of Non-Summer Students (Local 1 is Empty) or Non-Riders (AM\PM Trn-T not equal to Y)
12. Either on the Main Map or via EMU, perform a Student Deassign to remove all non-summer school students and non-riders.

# General Steps for Summer School Work

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## General Summer School Steps (cont.)

13. In EMU, create a Deassign Empty Stops on Runs Batch to undo stops and runs that were used during the regular year.
14. The end result will be skeleton runs to\from the host sites with only Summer Riders left on buses.
15. The next steps are then to add stops to the remaining runs and\or create new Bus Runs in\out of the other district(s) to service summer students.
16. Ask about Max Ride Times as this can limit the ability to create full bus loads in\out of other areas. Assign all runs to routes and determine the number of drivers needed for summer programs.
17. Print Driver Directions, Passenger Lists, etc...

For additional Summer School Planning Information – consult the 2022 TIMS Planning Webinar: <http://www.ncbussafety.org/TIMS/index.html>

*Summer School Topics (Slides 9-27)*

- *Summer School Timelines*
- *Working with PowerSchool and Summer Coordinators*
- *Importance of Ridership Information*
- *Developing and Finalizing Summer School Routes*