TIMS and Infinite Campus

The New North Carolina Student Information System (SIS)

An Overview of Interactions between TIMS and Infinite Campus: Current Status, Screen Layouts, Ridership Codes, Backload File Specs and changes to the TIMS UPSTU Process.

January 2025

NC STATE UNIVERSITY

ITRE Institute for Transportation Research and Education

TIMS & Infinite Campus

Beginning in July 2024, North Carolina began transitioning from PowerSchool to a new statewide student information system (SIS) called Infinite Campus.

TIMS Project Leaders and DPI Staff have been working with staff from Campus to help develop transportation reports and proper functionality of the student transportation screen.

Over 50 LEAs were converted to Infinite Campus in July 2024 and the remaining 60+ LEAs are scheduled to convert in July 2025 as part of Phase 2 Conversions.

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65 LEAs: Phase 2 Implementation in July 2025

010 Alamance	360 Gaston	700 Pasquotank
020 Alexander	400 Greene	720 Perquimans
030 Alleghany	410 Guilford	740 Pitt
080 Bertie	420 Halifax	760 Randolph
100 Brunswick	421 Roanoke Rapids	780 Robeson
110 Buncombe	450 Henderson	830 Scotland
111 Asheville City	460 Hertford	840 Stanly
130 Cabarrus	470 Hoke	850 Stokes
132 Kannapolis City	490 Iredell	860 Surry
170 Caswell	491 Mooresville	861 Elkin
182 Newton Conover	520 Jones	862 MountAiry
190 Chatham	540 Lenoir	880 Transylvania
210 Chowan	550 Lincoln	890 Tyrrell
220 Clay	570 Madison	900 Union
230 Cleveland	590 McDowell	920 Wake
240 Columbus	600 Mecklenburg	940 Washington
290 Davidson	610 Mitchell	970 Wilkes
291 Lexington	620 Montgomery	980 Wilson
310 Duplin	650 New Hanover	995 Yancey
320 Durham	660 Northampton	
340 Forsyth	670 Onslow	
350 Franklin	681 Chapel Hill	

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As part of the switch to Campus, it was important that Transportation Departments not lose any functionality that was present within the old SIS (PowerSchool).

Functions Present in Campus

- **TIMS Extract** and the ability to download a file from Campus and complete student imports and updates into the Transportation Software

- **Student Transportation Page**
    - Ability to manage AM\PM Bus Requests and communicate Alternate Transportation Addresses for Students
    - Ability to Backload\Import TIMS Bus Numbers, Stop Locations and Stop Times
    - Ability to Backload\Import TIMS Transportation Requests and Alternate Address Information (IN DEVELOPMENT BUT COMING SOON)

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What to Expect as Part of Conversion

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As part of the switch to Infinite Campus, TIMS Operators from Phase 2 LEAs can expect a number of data changes over the course of the semester.

The primary changes to expect\anticipate are related to existing Student Address Errors within PowerSchool.

One of the main focuses within Campus is to provide Valid Student Addresses for all students within the SIS.

The SIS Coordinator and School Data Managers will need to reference the local county GIS Website and learn to lookup and enter proper addresses for all students.

- No more sets of siblings with 3 different versions of the same address.

- No more incorrect street types (Rd instead of Ave, St instead of Blvd, etc.)

- No more missing or incorrect student address information

- No more Apartment and Lot #s entered as part of the street name

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Address Corrections and Changes within PowerSchool

As school data managers and SIS Coordinators begin to review and correct student address errors, TIMS Operators can expect to start seeing address changes within the current TIMS NewStu File.

TIMS Operators should be in communication with the SIS Coordinator and made aware of when address corrections will start to be made within PowerSchool. Some LEAs were surprised when thousands of changes started to appear without warning.

For the more simple address errors (typo corrections, incorrect street types and apartment\lot #s) many of these will be a one time fix to reassign the student after the address corrections are received by TIMS.

- LEAs importing Yes\No Ridership Codes from PowerSchool would see assigned students reappear as a New Stop Request within TIMS

- LEAs not importing Yes\No Codes can use the TIMS Lost Assignments Report to identify students with address\school changes who lost their stop assignment during UPSTU

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Address Corrections and Changes within PowerSchool

As part of address corrections, some LEAs discovered the TIMS Map was incorrect or outdated in some places.

Old\Incorrect Street Names, Street Types, Prefixes, Suffixes, etc.

- WAY is now WY
- LN is now LA
- WALK is now WLK

Others discovered changes to Street Prefixes and Suffixes used throughout the county.

In many cases, LEAs have a mix of incorrect addresses within PowerSchool as well as Incorrect Street Information within TIMS.

- TIMS Staff should anticipate having to work through possible corrections in both of the ways noted above.

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Student Transportation Screen
Layout and Functionality

Today's Busing, Route Details and Student Requests

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The student transportation page in Campus contains the following sections for all students.

- Today's Busing
  - If imported into Campus from TIMS, this section shows the Planned Stop Time and Bus Number for the student

- Routes
  - If imported into Campus from TIMS, this section shows the Planned Stop Location, Run\RTE Description and School Distance

- Requests
  - If managed in Campus and used by your LEA, this section is where Data Managers would indicate AM\PM Ridership Requests and enter Alternate Address Information

- Parking – this section is not used by TIMS

Today's Busing			
ROUTE TYPE	PICK-UP TIME	DROP-OFF TIME	BUS NUMBER

Routes	+
Requests	+
Parking	+

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Today's Busing

ROUTE TYPE	PICK-UP TIME	DROP-OFF TIME	BUS NUMBER
AM:AM	7:16 AM		0063
PM:PM		3:09 PM	0063

If imported back into Campus, TIMS Stop Times and Bus Numbers are shown as a quick reference at the top of the student transportation screen under the *Today's Busing* section.

Similar to functions within PowerSchool, later on we will look at how data from a TIMS Spreadsheet can be imported onto the Student Screen via the Infinite Campus Data Import Wizard (DIW).

For more detailed information about AM and PM Bus Assignments, Campus users must look under the Routes Section to view Planned Stop Locations, Run\Route Descriptions and Student Distance to School.

Routes	+

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If TIMS Data has been back loaded into Campus…

- Under the Routes Section, there will be an Edit Button for the AM Assignment and an Edit Button for the PM Assignment.

- Click the Edit Button to view more detailed information about the student transportation plan.
  - Bus Number
  - Stop Time
  - Stop Location
  - Run\Route Description
  - Student Distance to School

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Above is an example Route Details Screen for an AM Student Trip within Infinite Campus.

This is the only section within Infinite Campus where the Student's Stop Location\Description is visible.

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For LEAs managing AM\PM Bus Requests within the SIS, this information can be entered, updated and communicated to TIMS via the Requests Section of the Student Transportation Page.

If No Requests Exist, Click New to Enter the Bus Request Information

If Requests already Exist, Click Edit to Update, Change or Remove the Existing Request.

Do Not Enter a New Request if one already exists.

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If managed in your LEA, the Student Request Screen contains a list of Transportation Related Variables used to communicate the desired transportation for each student to TIMS.

- AM\PM Transportation Codes
- Alternate AM\PM Stop Address
- Special Needs Transportation Requirements

Each of these options are the same as they were in PowerSchool, so LEAs already using these codes will not experience any disruption to normal processes.

For LEAs interested in beginning to use the SIS Transportation Page, they will need to work\communicate with the SIS Coordinator, School Data Managers and the Transportation Department to begin this process.
- Reach Out to TIMS Project Leaders – we would love to help you make this happen in your LEA.

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At the top of the Student Request Screen, make sure the Request is Set as Open and today's date is entered. Under the Accommodations Section is where you will find the Special Needs Variables followed by the variables for Transportation Code AM and Transportation Code PM.

Transportation Request

Status
Open ▼

Start Date (Required)
07/10/2024

Comments
Comments

Accommodations

Restraint Required
Select all that apply

Monitor Required ▼

Lift Required ▼

Transportation Code AM ▼

Transportation Code PM ▼

Save   Cancel   Delete

Restraint Required
Select all that apply

C: Carseat
H: Harness
I: Integrated Harness
O: Other
S: Seatbelt
V: Vest

Lift Required ▼
N: No
Y: Yes

Monitor Required ▼
N: No
Y: Yes

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The variables for Transportation Code AM and Transportation Code PM.

Accommodations

Restraint Required
Select all that apply

Monitor Required

Lift Required

Transportation Code AM

Transportation Code PM

Save   Cancel   Delete

If managed in the SIS, the Transportation Code associated with each selection will be received in TIMS during the UPSTU Process.

The Codes can then be found in TIMS under the AM Trn-D and PM Trn-D Fields on the student screen.

Transportation Code AM

Y: Yes - Home Address

N: No - Non-Rider

A: Alternate Address

E: Special Needs - Specialized

T: Contract Transportation

W: Walk\No Transport Zone

B: Bicycle Rider

C: Car Rider

D: Daycare Transportation

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Routes

Route Type *
*REQUEST: **REQUES... ▼

Address
Primary: 351 Adams Point Drive, Garner, NC 27529

Pick-up Location
Pickup Location

Drop-off Location
Dropoff Location

Only Enter an Address if Different from the Primary Address.

Leave empty if normal to\from Home Transportation

Managing Transportation Requests and Alternate Addresses in Infinite Campus

When setting up or editing a New Request, REQUEST must be selected under the Route Type for this information to be included in the TIMS Extract

And if used by your LEA, Alternate Address Requests for AM and PM can be entered.

AM Alternate Address
In the "Pick-Up Location"

PM Alternate Address
In the "Drop-off Location" Box

Be Sure to Click Save to Update any changes to a Transportation Request.

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Importing Student Bus Assignments
into Infinite Campus
using the Data Import Wizard (DIW)

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TIMS Backload File for Import into CAMPUS

Similar to PowerSchool, LEAs will have the option to create a spreadsheet from TIMS and backload this information onto the Student Transportation Screen in Infinite Campus.

TIMS Variable		Column Header Name
• Student ID Number	=	StateStudentID
• Run Description	=	RouteName
• To\From Run Type	=	RouteTypeCode
• Route ID	=	BusNumber
• Stop Description	=	StopDescription
• Stop Time	=	StopTime
• Distance to School	=	SchoolDist

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A	B	C	D	E	F	G
StudentStateID	RouteName	RouteTypeCode	BusNumber	StopDescription	StopTime	SchoolDist
12416734		To				0.48
12416734		From				0.48
9223596823		To				13.24
9223596823		From				13.24
7746165184	AMELIA GOODEN- BUS# 42	To	42	BLADEN UNION CHURCH RD & CARPET GRASS PL	6:27 AM	16.76
7746165184	AMELIA GOODEN- BUS# 42	From	42	BLADEN UNION CHURCH RD & CARPET GRASS PL	4:01 PM	16.76
7746165184	AMELIA GOODEN- BUS# 42	To	42	EARLY COLLEGE TRANSFER @ HIGH SCHOOL	7:17 AM	16.76
7746165184	AMELIA GOODEN- BUS# 42	From	42	EARLY COLLEGE TRANSFER @ HIGH SCHOOL	3:11 PM	16.76
6567896418	CONNIE FREEMAN - BUS # 63	To	63	TINAS LN & TINAS LN	7:16 AM	7.66
6567896418	CONNIE FREEMAN - BUS # 63	From	63	TINAS LN & TINAS LN	3:09 PM	7.66
1196762899	RICHARD PURDIE - BUS # 52	To	52	CHARLIE MONROE RD & ERVIN SMITH PL	7:16 AM	6.56
1196762899	RICHARD PURDIE - BUS # 52	From	52	CHARLIE MONROE RD & ERVIN SMITH PL	3:08 PM	6.56

This will be the final format of the Backload File for Infinite Campus. Leading zeroes will still need to be removed from Student IDs and the 1 or 2 coded under Run Type needs replaced with To and From, respectively.

Unlike PowerSchool… this file will need to contain ALL STUDENTS and not just the assigned bus riders. There isn't a purge option during the Campus Backload, so anyone no longer riding the Bus will need a Blank Record for their To and From School Trips.

Save the reformatted file as TimsToCampus.csv

ITRE **TIMS & Infinite Campus – January 2025**

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Importing TIMS Bus Assignment Information into Campus

After formatting the TIMS Spreadsheet and Saving the reformatted file as a CSV (TimsToCampus.csv), users need to browse to the Data Import Wizard within Infinite Campus.

System Settings > Data Utilities > Data Import Wizard

Import Type: TIMS Bus Import
Layout: TIMS

Click Choose File and
Select the Formatted CSV File

Lastly, Click Run Import to Begin the
Back Load of TIMS Bus Assignment Info
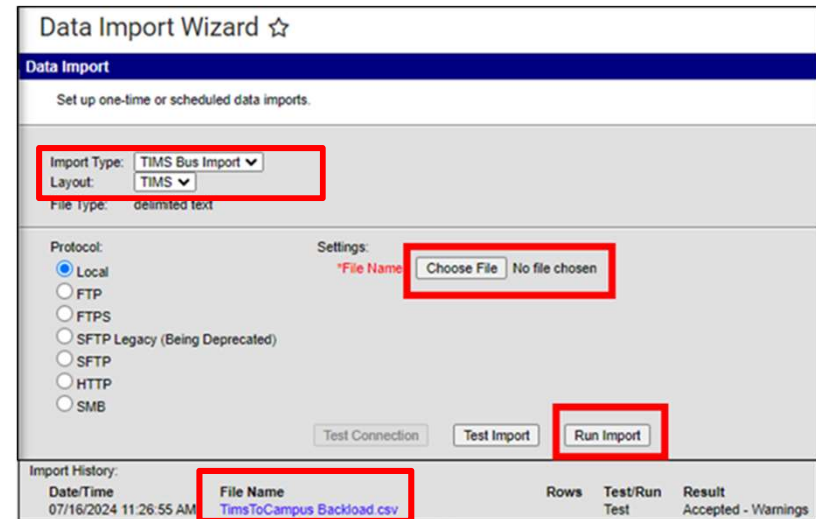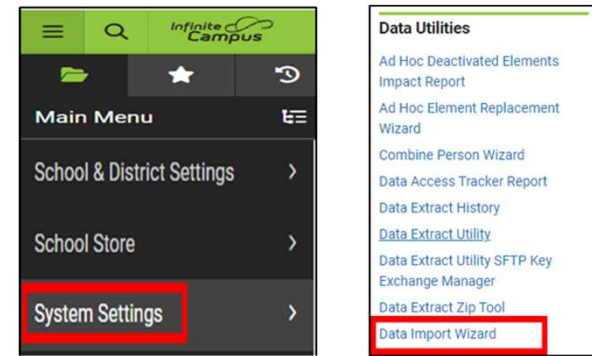
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After completing the Steps within the Data Import Wizard (DIW), data from the TIMS Spreadsheet will be visible on Student Transportation Screens in Infinite Campus.

Additional Information about Each Trip
Is available under Route Details

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*Understanding Changes to the
Student Contacts Section
within Infinite Campus*

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<u>Understanding Changes to Student Contact Information</u>

For the most part, the TIMS Extract from Infinite Campus will have the same student data and information as the newstu.txt file from PowerSchool.

However, Infinite Campus doesn't have specific variables for "Mother" and "Father" as their Student Contacts are organized differently than they were in PowerSchool.

Infinite Campus has a way to identify someone as the "Guardian" of a Student, and then each Guardian is Prioritized as Guardian 1, Guardian 2, etc.

For each Contact or Guardian listed, there is another field in Campus that identifies the "Relationship to Student". This is where we will now find *Mother, Father, Grandmother, Neighbor, Uncle, Cousin, Social Worker, Sibling* and other choices.

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Understanding Changes to Student Contacts

On the TIMS Side of things, there will be a temporary solution (during the first year) for changes to the way Student Contacts are being managed and displayed in TIMS.

Guardian 1 Information will be imported into the Father Section of TIMS and Guardian 2 Information into the Mother Section. The Father Cell will identify the Relationship of Guardian 1 and the Mother Cell will identify Guardian 2.

We are working on new screen layouts for both Launchpad TIMS and eSQL that will label these fields correctly and add Relationship fields for Emergency Contacts 1 and 2.

We plan to have the new screen layouts in place by July 2026 once all LEAs are converted from PowerSchool to Infinite Campus

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Changes to the TIMS UPSTU Process and
What to Expect after July 1st, 2025

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The TIMS Extract (newstu file) is changing slightly as a result of the switch to Infinite Campus.

There will be a new step on the front end of the TIMS UPSTU process to convert the Infinite Campus CSV File to our traditional newstu specs.

TIMS Project Leaders will work with each of the 65+ LEAs to schedule one-on-one assistance with their first UPSTU in July using the Campus CSV File.

Please keep in contact with your TIMS Support Office for assistance during the summertime transition to Infinite Campus.

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Campus TIMS Extract – New Steps for TIMS UPSTU

The TIMS Extract from Infinite Campus will be a CSV File and TIMS Operators will need to perform a new step when completing an UPSTU.

The TIMS Extract will need to be renamed to PreStu.Dat and placed inside the DYN Folder of the TIMS Dataset:
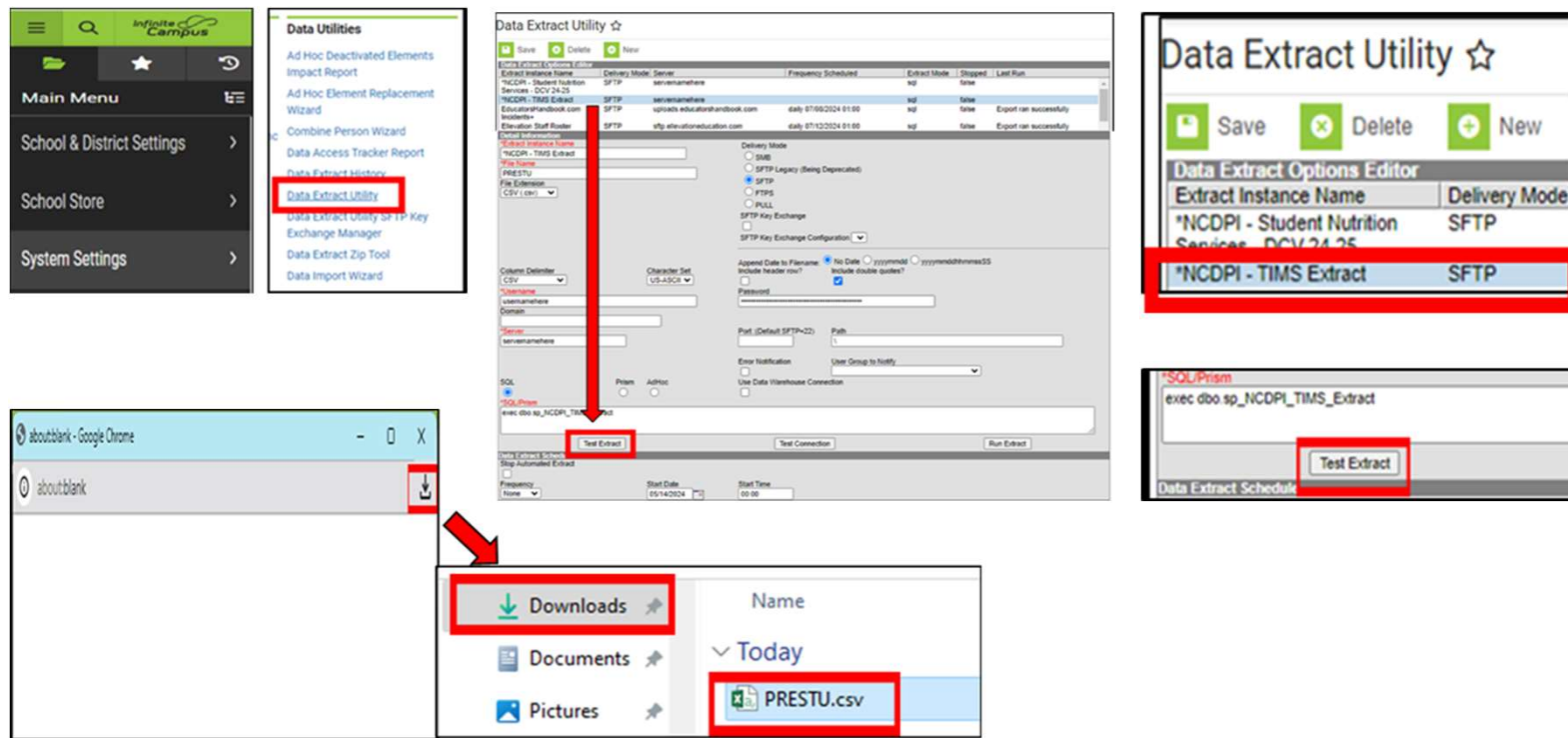
Next, there will be a New EMU Batch called "PreStu" that will convert PreStu.Dat into NewStu.Dat and add the file to the Export Folder as normal.

The new step takes less than 10 seconds and TIMS Users will then complete UPSTU as normal.

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Downloading the Campus TIMS Extract - PRESTU.csv

- System Settings > Data Utilities > Data Extract Utility
- Select the *NCDPI – TIMS Extract from the list of available extracts
- Once Highlighted, Choose TEST EXTRACT to Manually Download the File.
- A pop-window will open and notify you when the download is complete.
- The go to your Downloads Folder to obtain the PreStu.csv File

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PreStu.CSV is the new TIMS Extract

Rename it to PreStu.Dat and place it in the DYN folder

There will also be a PreStu.prm

File inside the DYN as well. The

PreStu.prm is needed to convert the

Campus file into NewStu.Dat

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There will be a New EMU Batch Created named

<u>PRESTU – Create NewStu</u> and Users will need to run this Batch prior to beginning normal UPSTU Procedures
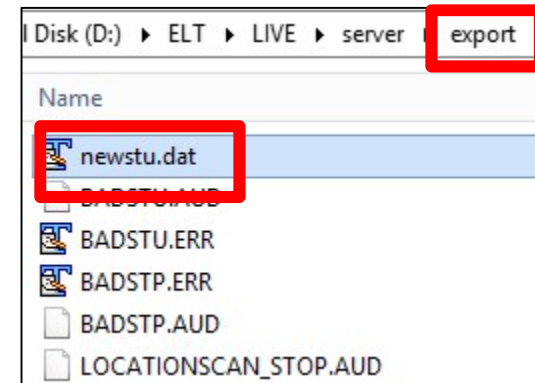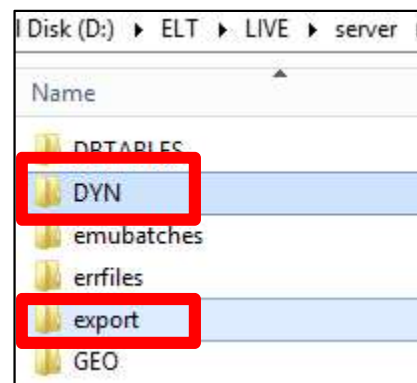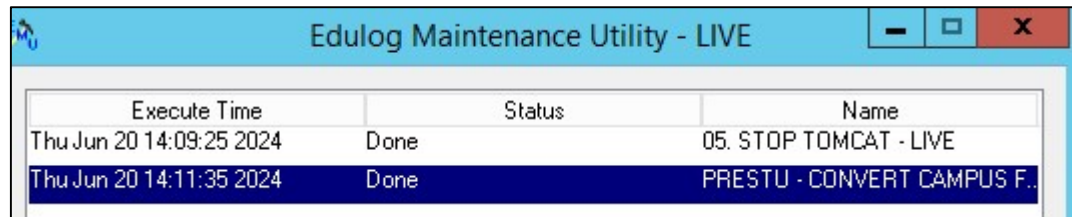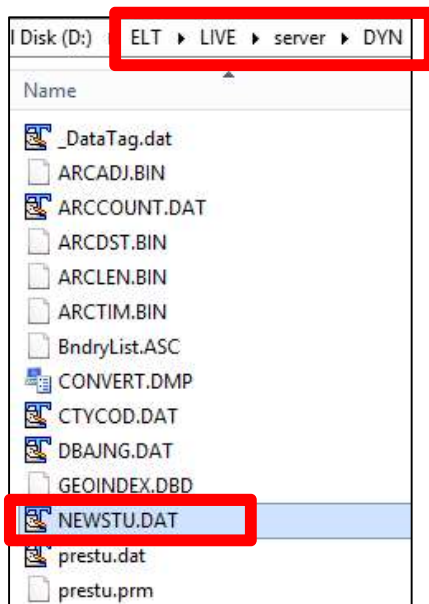
The PreStu EMU Batch creates the NewStu.Dat file in the DYN Folder and then Moves it to Export Folder.

Once newstu.dat is in the Export Folder, complete normal UPSTU Steps in EMU

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Preparing for Conversion to Infinite Campus
and
Working with the Local SIS Coordinator

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You will need to communicate with your SIS Coordinator to have your Infinite Campus Account created and given the proper permissions (tool rights) to access the Transportation Page, Data Import Wizard and Data Extract Utility.

For the First UPSTU using the Infinite Campus PreStu.csv File, each LEA will need to schedule a time with their TIMS Project Leaders from NCSU-ITRE or UNC Charlotte.

TIMS Project Leaders will need to spend around 1 Hour with each LEA to create the New EMU Batches and assist with the first UPSTU from Infinite Campus.

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You should also speak with the SIS Coordinator about their plan for access to Campus for Data Managers in July\August and the expected timeframe for Data Entry of New Students.

Many LEAs found that some New Students did not get entered into Campus until the end of July with some students not entered until the week before school in August.

Understanding the plan for your LEA will help you better prepare for the start of school with limited\missing information in the TIMS Extract.

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Student Address Errors\Issues within Infinite Campus

To help prevent common Address Errors (typos and misspellings), Infinite Campus requires that each Address must first be established as a valid "Household" within your county.

For existing students, this should be done automatically as part of Campus Conversion, but for students at a first time address there is an extra step in Campus that many school data managers failed to complete.

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Student Address Errors\Issues within Infinite Campus

Once a New Household Address is established within Infinite Campus, the Student must then be "Connected to the Household" in order for this address to be sent to TIMS.

Students Not Connected to a Household will come into TIMS with a Blank or Empty Home Address.

When working with your Local SIS Coordinator, be sure to Emphasize Connecting New Students to a Household.

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COMING SOON

Ability to Backload
TIMS Transportation Request Codes
and Alternate Address Information

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TIMS Project Leaders are still working with Campus Leaders from DPI on the development of an additional feature from PowerSchool that is not yet available within Campus.

Later this semester, there will be a new feature available in the Campus Data Import Wizard (DIW) to Import\Update the TIMS Transportation Codes for AM\PM Ridership as well as the AM\PM Alternate Address Information directly onto the Student Request Screen.

This feature will allow LEAs to complete mass updates, edits and changes to student transportation requests from a spreadsheet.

Some LEAs currently use this feature for mass removals during the year following a Driver Route Update while others use this feature to import\update ridership requests from an Online Survey or Google Form.

Stay Tuned for More Information as this Becomes Available

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Summary of Items for Phase 2 LEAs

Begin communicating with the SIS Coordinator about Infinite Campus

- Ask about the plan\timeframe for correcting\cleaning-up bad addresses in PowerSchool

- Ask about the plan for Data Entry of Pre-Registered Kindergarten Students.

  – Will they be entered into PowerSchool before the conversion to Campus?

  – Or perhaps not entered into the SIS until late July or August?

- Ask about gaining access to your Infinite Campus account and being granted the proper Tool Rights for all the Transportation Elements.

  – Student Transportation Page

  – Data Extract Utility (DEU)

  – Data Import Wizard (DIW)

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Summary of Items for Phase 2 LEAs

- Ask about Transportation Screen Training for School Data Managers

- For LEAs already importing AM\PM Transportation Codes or Alternate Addresses, you'll need to develop your own set of instructions for your data mangers to follow.

  – We suggest trying to host your own training session with school data managers once you have access to Campus

- For LEAs still using Shared Spreadsheets or Paper Forms, ask about switching to the Campus Transportation Page.

  – It could be a challenge to make this switch right away but it should be a goal to complete by the end of the first year.

  – If you want to switch right away, contact your TIMS Project Leader and discuss the best approaches to implanting use of the SIS Screen.

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Summary of Items for Phase 2 LEAs

- Once converted to Campus in July 2025, TIMS Operators will need to schedule a time with TIMS Project Leaders for help and assistance with their First UPSTU from Infinite Campus

- We need to schedule around 1 Hour with each LEA to complete the Setup of New EMU Batches across all of your TIMS Datasets.

- LEA Staff should expect some hiccups and errors as they transition to the new SIS and one of the most common issue is an Empty Student Address.

- Please Communicate with your SIS Coordinator about this common error with New Students in Campus.

  - **All Students Must Be Connected to a Household**

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- **Summary of Items for Phase 2 LEAs**

- As always, please reach out to TIMS Project Leaders at NCSU-ITRE and UNC Charlotte for any Questions or Concerns about TIMS and Infinite Campus

- We are happy to speak one on one about the unique circumstances of your LEA and work through any special solutions that may be required.

- The most important thing is making sure someone from Transportation is involved and has a seat at the table with Infinite Campus Staff.

- Please advocate for yourself and the specific needs of your department. It is a big challenge for everyone to learn the new SIS so make sure transportation is not forgotten at the local level.

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The New North Carolina Student Information System (SIS)

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January 2025