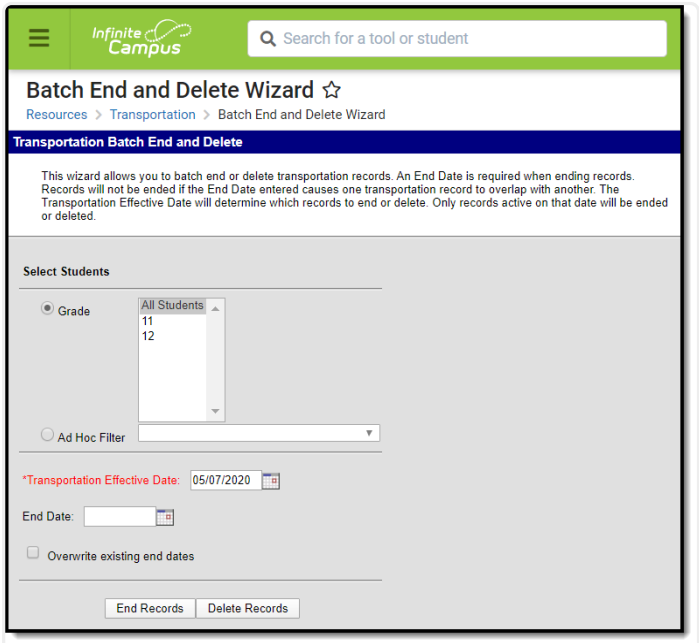
Batch End and Delete Wizard

Last Modified on 08/03/2026 12:19 pm CDT

Tool Search: Batch End and Delete Wizard

The Transportation Batch End and Delete Wizard allows a district or school to mass-end or delete transportation records for the calendar currently displayed in the Campus toolbar.



Transportation Batch End and Delete Wizard

See the Bus Setup Tool Rights article for information on available tool rights.

The act of ending or deleting transportation records cannot be reversed.

Wizard Logic

A **Transportation Effective Date** is required to pull any student who has an active transportation record as of the entered date. Students may have several transportation records in a calendar. The entered effective date indicates which transportation record to end or delete.

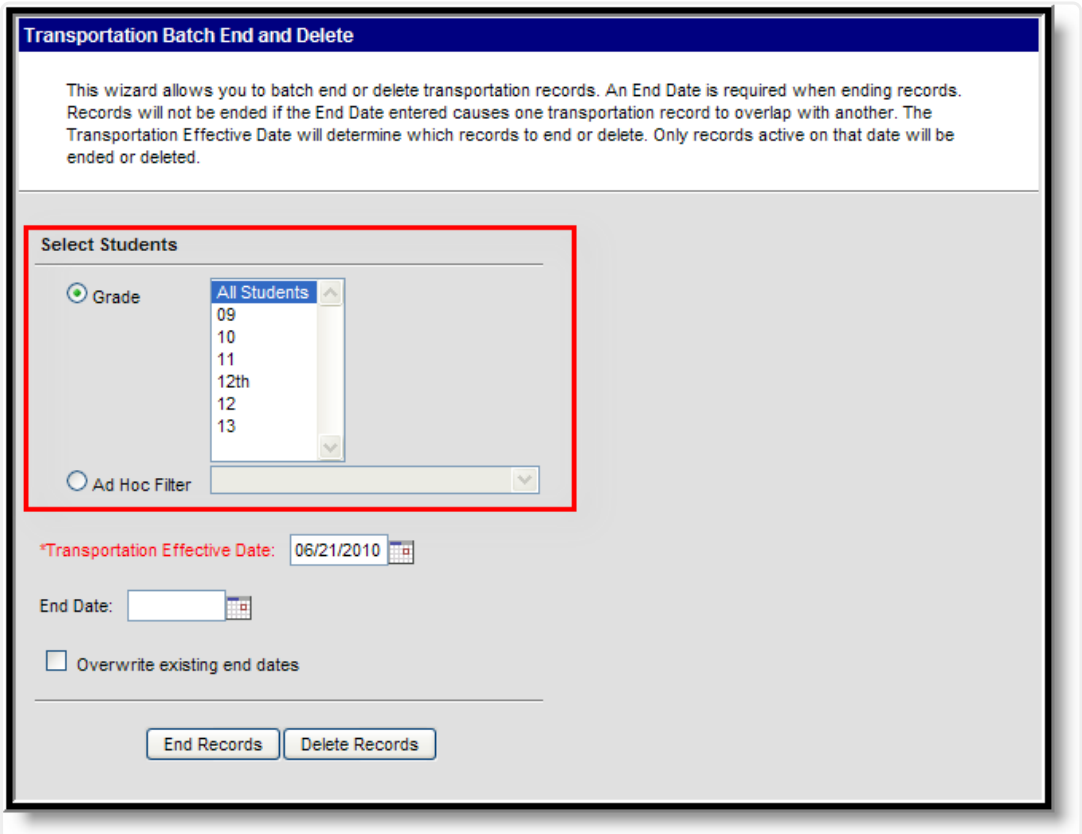
Transportation records are not automatically ended at the end of the school year. The district and/or school will need to perform this function manually.

Wizard Editor

The following defines the options available on the Transportation Batch End and Delete Wizard.

Student Selection

Students are selected by either a **Grade** or an **Ad hoc Filter**.



Transportation Batch End and Delete - Student Selection

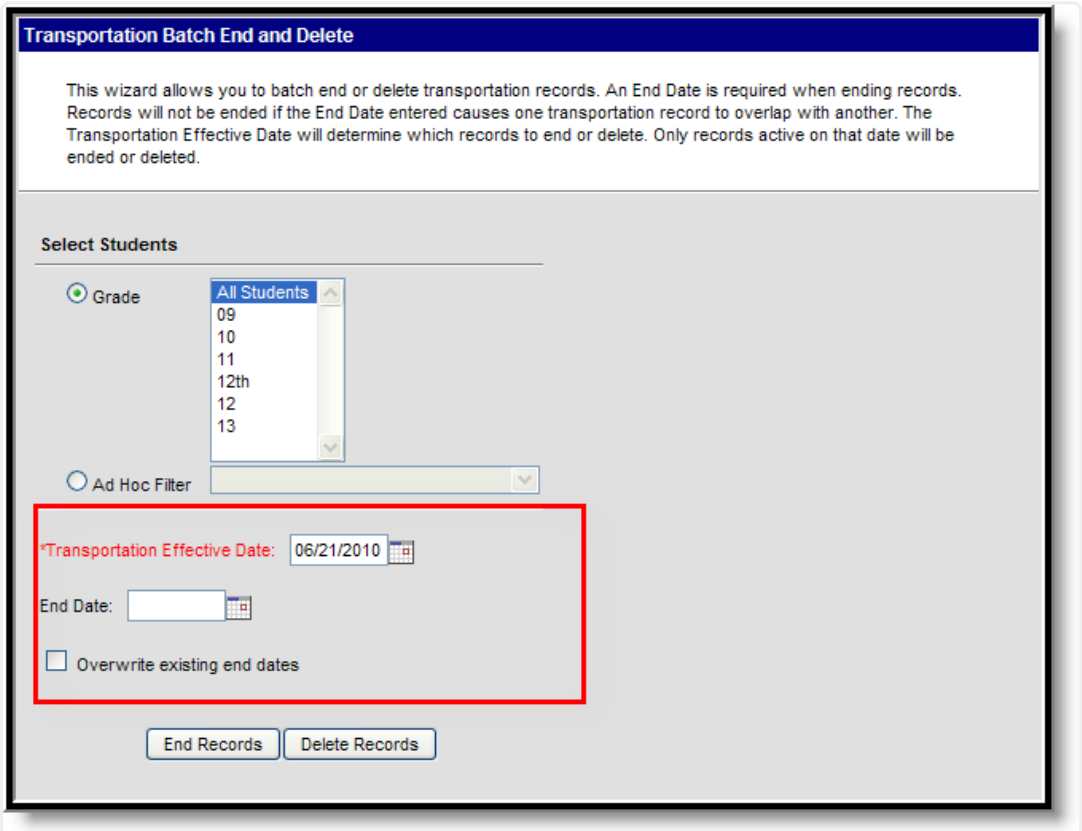
Effective Dates

The **Transportation Effective Date** is a required field and is used to only add end dates or delete records for students meeting the selected criteria who have active transportation records as of the entered effective date. This date is used to determine which transportation record to end or delete, especially when a student has multiple transportation records.

The **End Date** is the date on which the transportation record should end and should only be entered when the wizard is being used to end transportation records.

Dates should be entered in *mmddyy* format, or use the calendar icon to select a date.

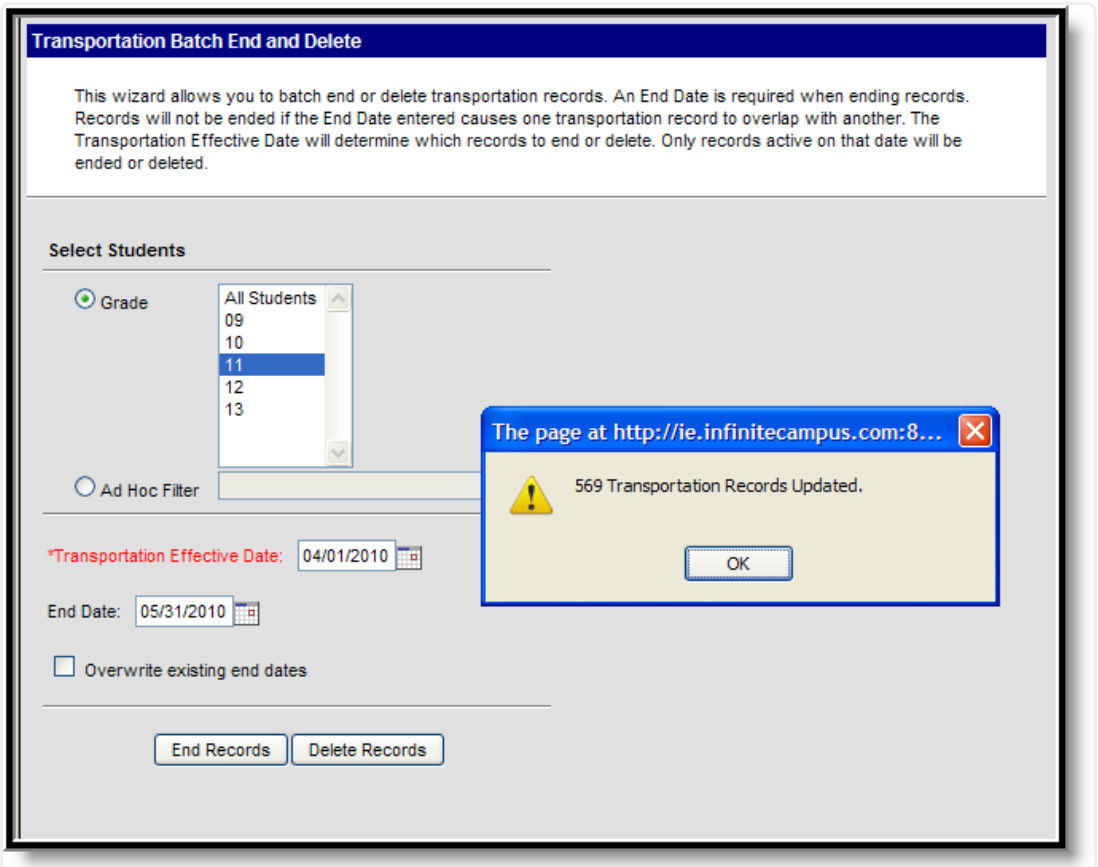
To overwrite existing end dates for transportation records, mark the **Overwrite Existing End Dates** checkbox.



Transportation Batch End and Delete - Date Entry

Batch Ending Transportation Records

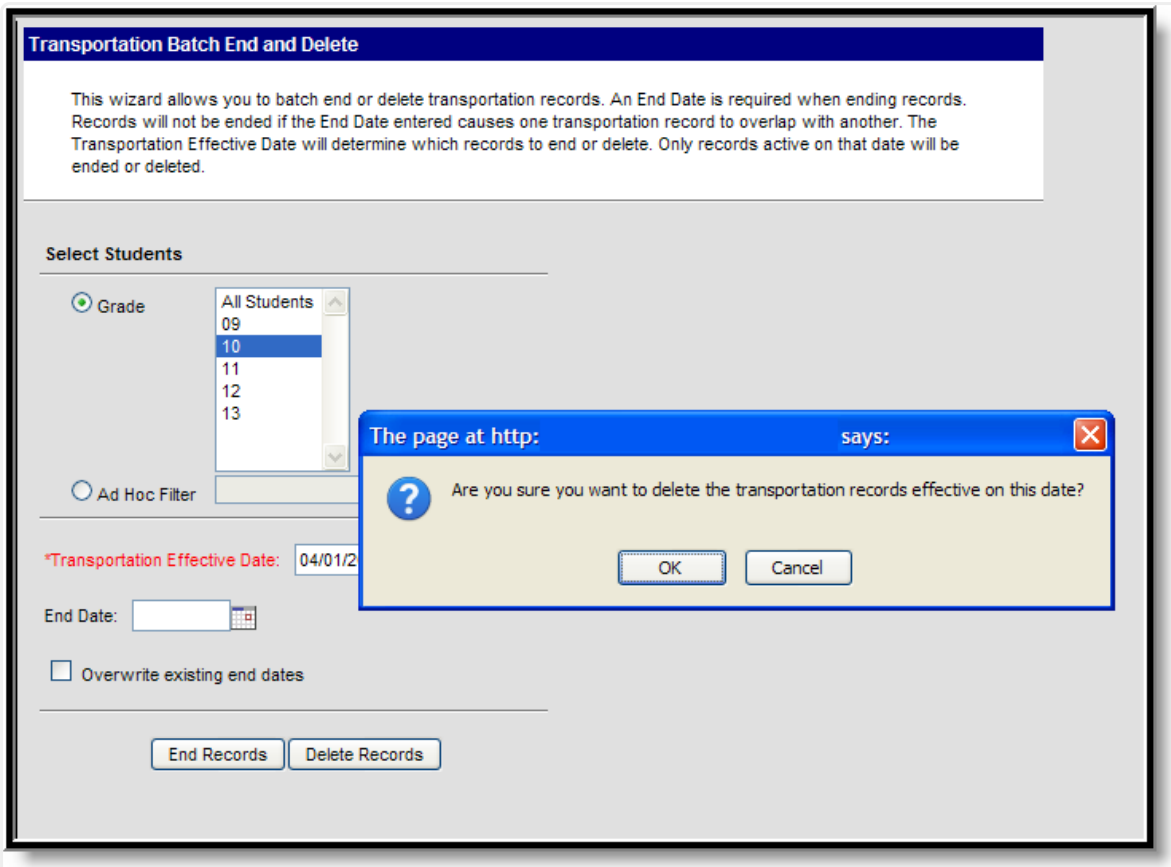
1. Select the students for which to end transportation records by choosing the appropriate **Grade** level(s) or an **Ad hoc Filter**.
2. Enter the **Transportation Effective Date**. This date will be defaulted to the current date.
3. Enter the date on which the transportation records should end in the **End Date** field.
4. If existing end dates should be overwritten, mark the **Overwrite Existing End Dates** checkbox.
5. Click the **End Records** button. A confirmation message indicating how many transportation records were ended will display. Click the **OK** button.
6. To verify records were ended, navigate to the student's Transportation tab and review that the End Date field has been assigned.



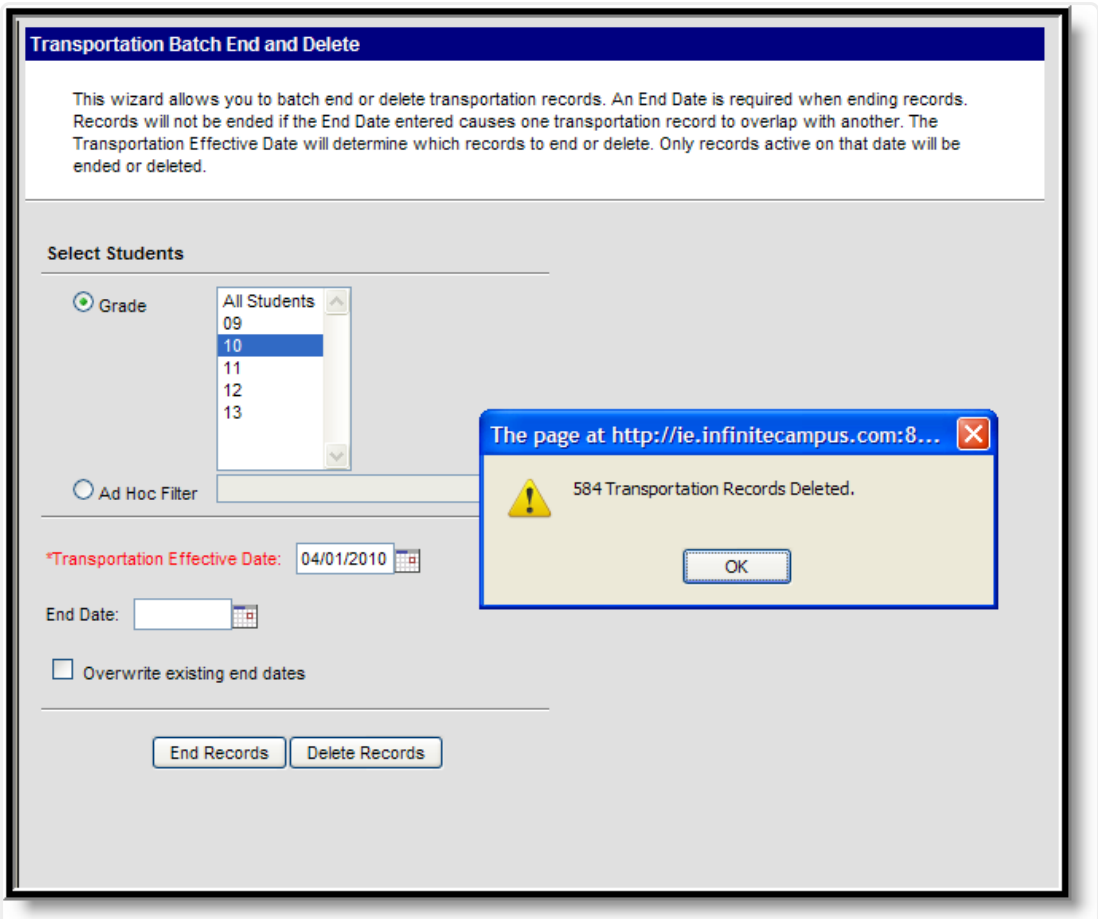
Transportation Batch End and Delete - Confirmation Message

Batch Deleting Transportation Records

1. Select the students for which to end transportation records by choosing the appropriate **Grade** level(s) or an **Ad hoc Filter**.
2. Enter the **Transportation Effective Date**. This date will be defaulted to the current date.
3. Click the **Delete Records** button. A confirmation message indicating the transportation records will be deleted will display. Click the **OK** button to continue or the **Cancel** button to stop the process.
4. If the OK button was selected, a second confirmation message will appear indicating how many records were deleted. Click the **OK** button.
5. To verify records were deleted, navigate to the student's Transportation tab.



Transportation Batch End and Delete Wizard - Confirmation



Transportation Batch End and Delete Wizard - Total Deleted