

Student Bus Assignment

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: Student Bus Assignment

The Student Bus Assignment Report prints bus information for students in either list or badge form. The report can be generated based on bus number or teacher, and will print student transportation data as of the entered effective date. Use Avery Labels 74541 for best results when printing in badge format.

See the [Printing Labels](#) information for additional settings that may need to be modified prior to printing this report.

Bus Assignment Report

The Bus Assignment Report will print bus information for students in list or badge format. The report can be generated based on bus number or teacher. Transportation data that is active on the Transportation Effective Date will print. Printing by Bus Number will sort the data by student, with page breaks between each bus. Printing by teacher will sort the data by bus, with page breaks between each teacher. For best printing results use Avery 74541 badges and set Page Scaling to "None" in Acrobat Reader.

How would you like to print this report?

☒ By Bus Number (sorted by student)
All Buses ▼

☐ By teacher (sorted by bus)
All Teachers ▼

Period: 1 ▼

Period Schedule: Daily ▼

*Transportation/Enrollment Effective Date: 07/29/2024

Select the route information would you like to include in the report?

* Route Type
TS: To School ▼

Select the Location

☐ Pick-up Location
☒ Drop-off Location

How would you like to format the report?

☒ Print list
☐ Print bus badges
☐ With pictures
☐ Without pictures
☒ Skip page breaks (use this when printing badges to avoid blank badges)

☐ Include homeroom teacher
☐ Include student grade level

Report Format: PDF ▼

Generate Report

Student Bus Assignment Report

See the [Transportation Reports Tool Rights](#) for information on available tool rights.

Report Logic

This report will print student transportation data entered on the [Transportation](#) tab as of the entered **Transportation/Enrollment Effective Date**. Only students who have active

transportation records on the entered date will be included with the data from the transportation record active on that date.

Bus information looks first for the bus number, then a bus ID (internal identification number) for proper grouping.

Report Editor

The following information details the available options on the Student Bus Assignment Report.

Option	Description
Print Selection	<p>This report can be printed by Bus Number (sorted by student) or by Teacher (sorted by bus). When generating by Bus Number, select a specific bus number from the dropdown list, or leave the selection at All Buses.</p> <p>When generating the report by Teacher, select a specific teacher or leave the selection at All Teachers. Further sorting can be done by choosing a Period and a Period Schedule.</p> <p>Also enter a Transportation/Enrollment Effective Date in <i>mmddyy</i> format. This date is defaulted to the current date and will cause the report to only include students who are actively enrolled and have a transportation record as of the entered date.</p>
Route Information	<p>This report can print Route Type information, specifying either Pick-up Location or Drop-off Location.</p>
Report Options	<p>Determine how the report prints - in a List or as Badges. When printing as a badge, select options to include student pictures and to skip the printing of page breaks. Page breaks are inserted between buses when printing by bus, or between teachers when printing by teachers, unless the Skip Page Breaks options is selected.</p> <p>Also, determine if the report should include homeroom teachers and the students' grade levels.</p> <p>Then, choose how the report prints by selecting either PDF or DOCX from the Report Format field.</p>

Generate the Student Bus Report

1. Select the appropriate option for printing this report - by **Bus Number** or **By Teacher**. Make additional teacher options as desired.
2. Enter a **Transportation/Enrollment Effective Date** in *mmddyy* format.
3. Select the **Route Type**.
4. Select the Location of the Route Type.
5. Select the appropriate options for the format of this report by choosing either the **Print List**

or the **Print Bus Badges** options.

6. If the homeroom teacher should be printed on the report, mark the **Include homeroom teacher** checkbox.
7. If the student's grade level should be printed on the report, mark the **Include student grade level** checkbox.
8. Select the **Report Format**.
9. Click the **Generate Report** button.

<div> <div> 23-24 Harrison High <small>5856 Peachtree Parkway, Metro City DE 55436</small> <small>Generate on 06/27/2024 01:40:41 PM Page 1 of 1</small> </div> <div> Student Bus Assignments Bus: 12 <small>Effective Date: 06/27/2024</small> </div> </div>				
Student	To School Bus	Time	Location	Days Of Week
Dylan Abegg	12	07:00 AM	4321 109th Ave NE	M, Tu, W, Th, F
Wallace Abegg	12	06:10 AM	Pick Up Location	M, W, Th, F
Giana Ahmed	12	07:03 AM	Home	M, Tu, W, Th, F
Dallas Alborough	12	07:12 AM	home	M, Tu, W, Th, F
Koda Andersen	12	06:55 AM	Home	M, Tu, W, Th, F