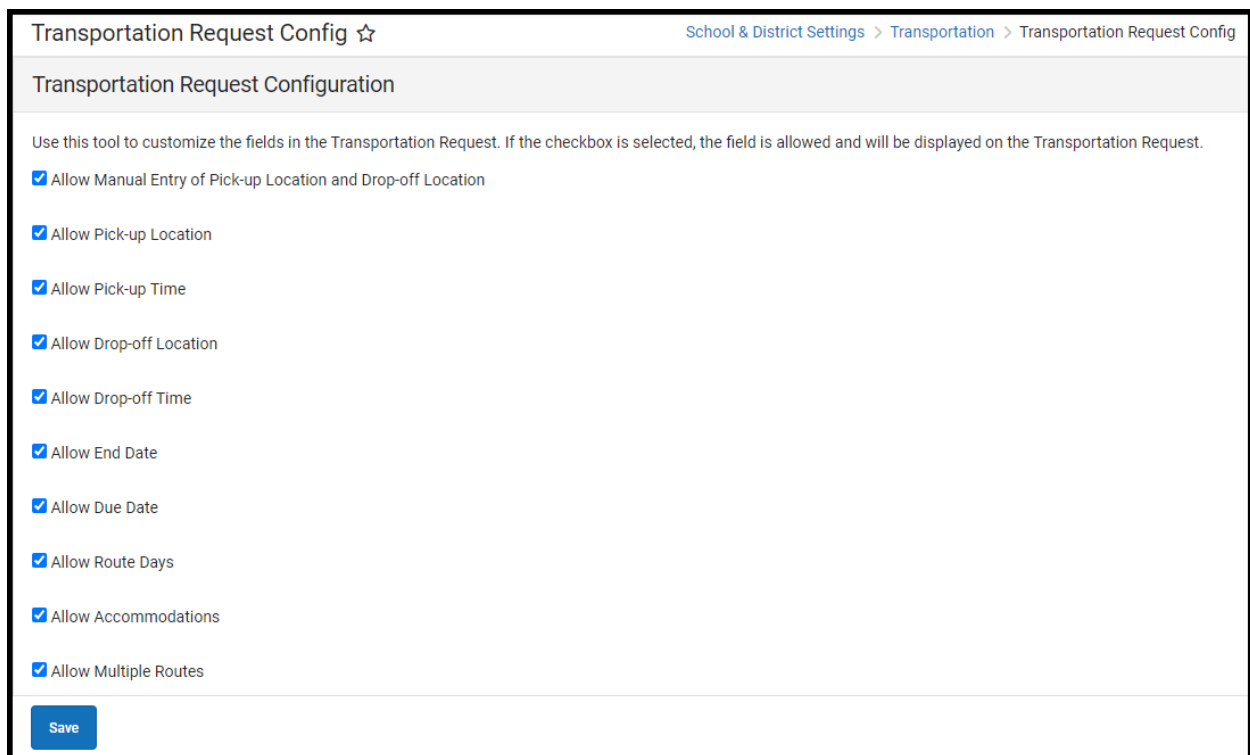


# Transportation Request Configuration

Last Modified on 08/07/2025 3:42 pm CDT

The Transportation Request Configuration tool is used to customize the fields that display in the student Transportation tool under the Requests section. If a checkbox is selected, the field is allowed and will be displayed on the Transportation Requests.

This tool is only available in North Carolina and Delaware.



The screenshot shows the 'Transportation Request Config' interface. At the top, there is a breadcrumb trail: 'School & District Settings > Transportation > Transportation Request Config'. Below this is a header 'Transportation Request Configuration'. A descriptive text states: 'Use this tool to customize the fields in the Transportation Request. If the checkbox is selected, the field is allowed and will be displayed on the Transportation Request.' Below this text is a list of ten checkboxes, all of which are checked:

- ☒ Allow Manual Entry of Pick-up Location and Drop-off Location
- ☒ Allow Pick-up Location
- ☒ Allow Pick-up Time
- ☒ Allow Drop-off Location
- ☒ Allow Drop-off Time
- ☒ Allow End Date
- ☒ Allow Due Date
- ☒ Allow Route Days
- ☒ Allow Accommodations
- ☒ Allow Multiple Routes

At the bottom left of the configuration area is a blue 'Save' button.

## Using Transportation Request Config

If a field is marked as **required**, but **removed** from the screen display using the **Transportation Request Configuration**, Requests will be saved because the required attribute has been removed from the screen.

1. Click a field checkbox to add or remove a field from Transportation Requests.
2. Click **Save**.