

**Date : 12/11/2015 3:59:50 PM**  
**From : "Tricia Williams"**  
**To : "Brandy Kessler"**  
**Cc : "Jamie Franz" , "Kimberly Miller"**  
**Subject : Re: Ticket #109219 - Busing Upload**  
**Attachment : RouteExport\_test4.csv;**

Hi Brandy -

Here's a first cut at an export file from Enumclaw's VersaTrans RP system.

We are using Other ID for the student id field. I went with your option 2 for the stop data (description and stop time) and will let you pre-populate Inbound/Outbound as you detailed in your last message. I also included both route codes and descriptions. The descriptions are not too descriptive in this year's route sets but have been more descriptive in past years.

Let us know how your testing goes and if I need to make any changes on our end.

Thanks,  
Tricia Williams  
Data Integration Specialist  
Enumclaw School District

On Fri, Dec 11, 2015 at 3:13 PM, Jamie Franz <[jamie\\_franz@enumclaw.wednet.edu](mailto:jamie_franz@enumclaw.wednet.edu)> wrote:

Thank you Brandy!

Tricia - please see message below from Brandy.

*Jamie Franz*  
Student Information System Specialist  
[360.802.7121](tel:360.802.7121)

On Fri, Dec 11, 2015 at 2:56 PM, Brandy Kessler <[bkessler@nwrdc.net](mailto:bkessler@nwrdc.net)> wrote:

YAY!

Student ID#  
Last Name  
First Name  
Route 1 Code (AM)  
Route 1 Type ( I can prepopulate as To School or From School for PM – Route 2)  
Route 1 Stop # (two choices below)

1. Bring in the stop numbers that have been generated by Versatrans. This field can be up to 9 characters.
2. Let Skyward generate. It will do this is you import the stop arrival times. It will put them order of time and the they will be numbered as 7.05 for example if your stop arrival time is 7:05 am.

Route 1 Stop Description

Route 1 Stop Type ( I can prepopulate as pickup for AM and drop off for PM)

Route 1 Stop Arrival Time or Route 1 Stop Departure Time (most likely will be the same times)

And then repeat for Route 2 (PM).

Regards,

Brandy Kessler  
Software Support Analyst

NWRDC Student Support  
Northwest Regional Data Center  
2121 W. Casino Rd  
Everett, WA 98204  
[\(425\) 349-6570](tel:4253496570)

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From: Jamie Franz [mailto:[jamie\\_franz@enumclaw.wednet.edu](mailto:jamie_franz@enumclaw.wednet.edu)]

Sent: Friday, December 11, 2015 2:45 PM

To: Brandy Kessler <[bkessler@nwrdc.net](mailto:bkessler@nwrdc.net)>; Tricia Williams <[tricia\\_williams@enumclaw.wednet.edu](mailto:tricia_williams@enumclaw.wednet.edu)>

Subject: Re: Ticket #109219 - Busing Upload

Hi Brandy ~

Tricia is working on the download file from VersaTrans for import into Skyward. In your original email, you indicated that you would please the (required fields I'll need from Versatrans I will put in red). However, there are no red indications were in your email. Will you please let us know exactly what fields you would like from VersaTrans?

Thank you!!

Jamie

Jamie Franz  
Student Information System Specialist  
[360.802.7121](tel:360.802.7121)

On Thu, Dec 3, 2015 at 7:44 AM, Jamie Franz <[jamie\\_franz@enumclaw.wednet.edu](mailto:jamie_franz@enumclaw.wednet.edu)<mailto:[jamie\\_franz@enumclaw.wednet.edu](mailto:jamie_franz@enumclaw.wednet.edu)>>> wrote:  
Thank you Brandy!!

Tricia - please send the file from VersaTrans as soon as you're able.

Thank!

Jamie Franz  
Student Information System Specialist  
[360.802.7121](tel:360.802.7121)<tel:[360.802.7121](tel:360.802.7121)>

On Thu, Dec 3, 2015 at 7:29 AM, Brandy Kessler <[bkessler@nwrdc.net](mailto:bkessler@nwrdc.net)<mailto:[bkessler@nwrdc.net](mailto:bkessler@nwrdc.net)>>> wrote:  
Your data is now in a training account. I've got "possession" of it for 3 weeks. If you could send me the file today I can try and do some testing today and I'm out tomorrow but could work on it Monday or Tuesday next week.

Best Regards,

Brandy Kessler  
Student Support Analyst  
NWRDC Student Support  
[\(425\) 349-6570](tel:%28425%29%20349-6570)<tel:%28425%29%20349-6570>  
[nwrdestu@nwrdc.net](mailto:nwrdestu@nwrdc.net)<mailto:[nwrdestu@nwrdc.net](mailto:nwrdestu@nwrdc.net)>

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From: Jamie Franz <[jamie\\_franz@enumclaw.wednet.edu](mailto:jamie_franz@enumclaw.wednet.edu)<mailto:[jamie\\_franz@enumclaw.wednet.edu](mailto:jamie_franz@enumclaw.wednet.edu)>>>  
Sent: Monday, November 30, 2015 11:02 AM  
To: Brandy Kessler; Tricia Williams; Kimberly Miller  
Subject: Re: Ticket #109219 - Busing Upload

Thank you Brandy!!

Tricia - would you be able to have have an export file from VersaTrans by this Wednesday, December 2nd?

Jamie

Jamie Franz  
Student Information System Specialist  
[360.802.7121](tel:360.802.7121)<tel:[360.802.7121](tel:360.802.7121)>

On Mon, Nov 30, 2015 at 10:53 AM, Brandy Kessler <[bkessler@nwrdc.net](mailto:bkessler@nwrdc.net)<mailto:[bkessler@nwrdc.net](mailto:bkessler@nwrdc.net)><mailto:[bkessler@nwrdc.net](mailto:bkessler@nwrdc.net)><mailto:[bkessler@nwrdc.net](mailto:bkessler@nwrdc.net)>>>> wrote:  
Jaime -

So you guys are ready to try this? I'll first want to put your data in a training account to test this process. So, the earliest I could test this would probably be Wednesday.

Then what I'll need from you is an export .txt file from Versatrans with the minimum information to create the bus routes, stops and the kids attached to them. That includes:

Required Fields -

- \* Student Identifiers - ID # (can be other ID, State ID, or Internal ID - Just let me know which one you're having exported to Versatrans). Last Name and First Name.
- \* Route ID (max characters of 5)
- \* Route Type - The acceptable fields are To School, From School, Transfer, or Activity. I don't think these are fields you can pull from Versatrans. If that's the case, we can choose a specified value in the import file builder. Most likely the morning routes will be To School and your afternoon routes will be From School. So, if it's not a field you can pull, then don't worry about it...we'll get it populated. J
- \* Stop Type - The acceptable fields are Pickup, Drop Off, Transfer On or Transfer Off. Like the Route Type field, we can choose a specified value since I don't think you can pull a matching field from Versatrans.
- \* Stop Description

Not required but recommended (for initial set up at least)

- \* Stop Arrival and/or departure time. On student profile and family access, it will then list the time the bus is to arrive at their stop. Which I think is a very common question. If not pulled from Versatrans it defaults to 12:00 am for both times.

Stop Numbers - you have a few different options.

1. Bring in the stop numbers that have been generated by Versatrans. This field can be up to 9 characters.
2. Let Skyward generate. It will do this is you import the stop arrival times. It will put them order of time and the they will be numbered as 7.05 for example if your stop arrival time is 7:05 am.

The export file from Versatrans needs to be a txt file. For the initial import, I convert it to excel csv to be able to manipulate it.

It's one line per student and the easiest order I've found that works (assuming you bring all of these fields over) is this (required fields I'll need from Versatrans I will put in red)...

ID - Last Name - First Name - Route 1 Code (AM) - Route 1 Type (To School) - Route 1 Stop # - Route 1 Stop Description - Route 1 Stop Type - Route 1 Stop Arrival Time - Route 1 Stop Departure Time (most likely will be the same times) and then repeat for Route 2 (PM).

Just let me know if you have any questions. I'll go ahead and find a training account to move your data into. I'll do the initial testing in TLA and then put it in your live data. Once we get that done the next step will be to work on automating the process for weekly, daily, monthly, whatever...updates.

Regards,

Brandy Kessler  
Software Support Analyst

NWRDC Student Support  
Northwest Regional Data Center  
2121 W. Casino Rd  
Everett, WA 98204  
[\(425\) 349-6570](tel:%28425%29%20349-6570)

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