

STUDENT UPDATE FORMAT

Import Fields

BusPlanner Pro can accept any delimited text (.txt) file from your student information system (SIS), as long as your system can produce such a file – which it probably can. (We’ve never come across an SIS that can’t.) Our clients have successfully integrated with several recognized student information systems, including PowerSchool, Skyward, Infinite Campus, Maplewood, and others.

If a student file can be extracted from your SIS on a scheduled basis, with the same file name, an automated task can be set up to import that file into BusPlanner on a regular basis. If not, manual student updates can also be run via the BusPlanner Pro interface.

BusPlanner can import a file with anywhere from two to several dozen information fields. However, we recommend that regular imports include at least the following information for each student:

- A unique student identifier (e.g. the student’s board and/or provincial/state ID number)
- First name
- Last name
- School
- Grade
- Street address / residential location

As part of your BusPlanner implementation, we will create an XML “template” that will direct the data in your student extract into the appropriate BusPlanner fields during the student update process. **These fields are listed below.** For optimal results, **a tab-delimited .txt file is preferred**, although not required – other delimiters or fixed-width files are also acceptable.

For uploads from BusPlanner back into your SIS, BusPlanner Pro has a Student Report that can export transportation data for each student in a variety of formats. These exports can also be automated if desired. As a BusPlanner administrator, you can easily add or remove specific fields from this export at any time.

Field	Type	Max Size	Description
StudentID	Text	50	Unique student identifier
AlternateID	Text	50	Additional student identifier
FirstName	Text	255	Student first name
LastName	Text	255	Student last name
BirthDate	Text	30	Birthdate in formats: <ul style="list-style-type: none">• <i>January 13, 2000</i>• Numeric with/without delimiter (e.g. <i>01/13/2000</i>)• Set Birth Date Format in Student Update options – e.g. MDY, ‘/’ delimiter

TravelCode	Text	50	This relates to the Alberta Grant code
Gender	Text	1	E.g. M or F
SpecialEd	Text		Sets student SpecEd field (True/False): <ul style="list-style-type: none"> Expected True Values: <i>True</i>, Yes, Y, <i>Active</i>, 1, -1 Not case-sensitive
MetAtBus	Text		Sets student MetAtBus field (True/False): <ul style="list-style-type: none"> Expected true values: <i>True</i>, Yes, Y, <i>Active</i> Not case-sensitive
LoadTime	Integer		Sets student LoadTime field: <ul style="list-style-type: none"> Expected values interpreted as seconds
SeatType	Text	20	Sets student SeatType field: <ul style="list-style-type: none"> Expected values would exactly match an existing seat type in BusPlanner
ScheduleType	Text	50	Sets student ScheduleType field: <ul style="list-style-type: none"> Expected values: <i>Every Day</i>, <i>Day 1</i>, <i>Day 2</i> Updates schedules for existing bus stop assignments to match the defaults for the new schedule type
DayType	Text	10	Sets student DayType field. <ul style="list-style-type: none"> Expected values: <i>Full</i> (default), <i>Partial</i>, <i>AM</i>, <i>PM</i>
EffectiveDate	Date		Student effective date
RetireDate	Date		Student retire date
Phone	Text	30	Student home phone number
Confidential	Text		Sets student Confidential field (True/False): <ul style="list-style-type: none"> Expected true values: <i>True</i>, Yes, Y, <i>Active</i>, 1, -1 Not case-sensitive
Alert	Text	255	Sets student Alert field
Instruction	Text	255	Sets student Instruction field
SpecialNeeds	Text	255	Sets student SpecialNeeds field
MedicalNum	Text	50	Student medical number
MedicalDetail	Text	255	Student medical details
TransportationType	Text		Sets student transportation type and determines how a student's transportation assignments can be set in BusPlanner - expected values: <ul style="list-style-type: none"> <i>Auto</i> (default) – automatic to nearest bus stops <i>Home</i> – automatic home transportation <i>Manual</i> – transportation assigned manually <i>None</i> – no transportation

Comment1, Comment2, Comment3, Comment4, Comment5	Text	large	Used to add up to 5 comments to a student: <ul style="list-style-type: none"> Comment will not be added if it is identical to an existing one
Group1, Group2, Group3, Group 4, Group 5	Text	50	Adds the student to up to 5 groups, matching on group name: <ul style="list-style-type: none"> Creates group if it does not exist. Makes no changes if student is already in the group.
Equipment1, Equipment2, Equipment3, Equipment4, Equipment5	Text	50	Adds up to 5 pieces of equipment to the student, matching on the equipment field: <ul style="list-style-type: none"> Creates equipment if it does not exist. Makes no changes if student already has that equipment.

Enrollment

SchoolID	Text	50	Student's main school of attendance: <ul style="list-style-type: none"> Matches to SchoolID or AltSchoolID
Grade	Text	10	Must match existing grades in BusPlanner
Program	Text	50	Matches to an existing BusPlanner program (e.g. <i>French, Vocational</i>)
SchoolEffectiveDate	Date		Enrollment effective date
SchoolRetireDate	Date		Enrollment retire date
SchoolHomeRoom	Text	50	Text describing student home room
AlternateSchoolID	Text	50	Alternate school for student: <ul style="list-style-type: none"> School attended, but not the student's main school of attendance
AlternateGrade	Text	10	Must match existing BusPlanner grades
AlternateSchoolProgram	Text	50	For programs attended in alternate school: <ul style="list-style-type: none"> Matches to an existing BusPlanner program (e.g. <i>French, Vocational</i>) Must be added in conjunction with AlternateSchoolID
AlternateSchoolEffectiveDate	Date		Alternate school effective date
AlternateSchoolRetireDate	Date		Alternate school retire date
AlternateSchoolYear	Text	50	Must match existing BP School Years
AlternateSchoolHomeRoom	Text	50	Text describing student home room

Home Address

HomeAddressStreetNum	Integer		Street number
HomeAddressStreetName	Text	100	Street name – Address Equivalencies will be applied
HomeAddressMunicipality	Text	50	Municipality – Address Equivalencies will be applied
HomeAddressPostalCode	Text	15	Postal/ZIP code
HomeAddressApt	Text	10	Apartment or unit
HomeAddressProvince	Text	50	Province or state

HomeAddressMailingAddress1	Text	100	Free-form address text: <ul style="list-style-type: none"> (E.g. street number, street name) For reference use only
HomeAddressMailingAddress2	Text	100	Free-form address text: <ul style="list-style-type: none"> (E.g. city, province, postal/zip code) For reference use only
HomeAddressEffectiveDate	Date		Effective date of home address
HomeAddressRetireDate	Date		Retire date of home address

Alternate Address 1

This will replace **Pickup** address type in BusPlanner unless another type is specified.

AltAddress1StreetNum	Integer		Alt1 address street number <ul style="list-style-type: none"> Can include apt/unit in format apt-streetnum (e.g. 3a-199)
AltAddress1StreetName	Text	100	Alt1 address street name
AltAddress1Municipality	Text	50	Alt1 address municipality
AltAddress1PostalCode	Text	15	Alt1 address postal/ZIP code
AltAddress1Apt	Text	10	Alt1 address apartment
AltAddress1Province	Text	50	Province
AltAddress1MailingAddress1	Text	100	Free-form address text: <ul style="list-style-type: none"> (E.g. street number, street name) For reference use only
AltAddress1MailingAddress2	Text	100	Free-form address text: <ul style="list-style-type: none"> (E.g. city, province, postal/zip code) For reference use only
AltAddress1EffectiveDate	Date		Effective date of Alt1 address
AltAddress1RetireDate	Date		Retire date of Alt1 address
AltAddress1AddressType	Text	50	Matches to an existing BusPlanner Address Type : <ul style="list-style-type: none"> Pickup address type used if match is not found.

Note: Above alternate address pattern repeats for **AltAddress2**, **AltAddress3** up to **AltAddress10**

Contact 1

Contact1ContactType	Text	50	Matches to an existing BusPlanner Contact Type (e.g. <i>Mother, Father</i>)
Contact1Priority	Integer		Determines order of contacts (0, 1, 2, etc.)
Contact1FirstName	Text	50	Contact 1's first name
Contact1LastName	Text	50	Contact 1's last name
Contact1HomePhone	Text	50	Contact 1's home phone number
Contact1WorkPhone	Text	50	Contact 1's work phone number
Contact1CellPhone	Text	50	Contact 1's cell phone number
Contact1PreferredPhoneType	Text	50	Preferred phone number for Contact 1: Permitted values: <i>Home, Work, or Cell Phone</i>

Contact1Fax	Text	30	Contact 1's fax number
Contact1Email1	Text	50	Contact 1's first e-mail address
Contact1Email2	Text	50	Contact 1's second e-mail address
Contact1PlaceOfWork	Text	255	Place of work for Contact 1
Contact1MailingAddress1	Text	255	Free-form address text: • (E.g. street number, street name)
Contact1MailingAddress2	Text	255	Free-form address text: • (E.g. city, province, postal/zip code)
Contact1Notes	Text		Additional information for Contact 1
Contact1MetAtBus	Text		Sets whether contact meets student at bus (<i>True</i> or <i>False</i>): • Expected true values: <i>True</i> , Yes, Y, <i>Active</i> , 1, -1 • Not case-sensitive
Contact1AddressType	Text	50	Matches to existing BusPlanner Address Type
Note: Above contact pattern repeats for up to 10 distinct column sets (e.g. Contact2ContactType , Contact2FirstName , ...)			
Extended Property 1			
ExtendedProperty1	Text	50	Matches to existing BusPlanner Extended Property Name
ExtendedProperty1Value	Text	255	Value to be imported for the given extended property: • Must be imported in conjunction with ExtendedProperty1
Note: Above Extended Property pattern is repeated for up to 20 distinct column sets (e.g. ExtendedProperty2 , ExtendedProperty2Value , ...).			