

'TRANSPORTATION EXCEPTION CODE'

LEAs occasionally have issues with students being assigned to one school, but actually attending a facility at a different geographical location. There are many reasons for this to happen; because of space limitations, one grade may be housed at a building miles away from the main school; students in special programs like early college, may go to a different facility, but the administrative assignment is one of the high schools, etc. In TIMS a school code can have only one physical location. For that reason, any student that has the same school code assignment is assumed to need transportation to the assigned school instead of the alternate facility.

One solution that has been tried is to manually change the student's school code. For example changing the assigned code of 330 to school 430 would allow you to set up a school '430' and have a different location for that facility. This, however, is not a permanent solution because each time an NC WISE download is done, all of the school assignments change back to the original 330 requiring the manual change back to 430 and reassigning the students to their stops. We looked at using 'PROGRAMS' but they are tied to the school which, in turn, is tied to the assigned school location, and not a viable alternative.

Therefore, the concept of the Transportation Exception Code (TEC) was developed. The NC WISE School Code field actually consists of 9 characters. The use of the center 3 characters is what we normally think of as the SCHOOL CODE, but it is only one part. Below is an example of the full number:

2003121A0 = 200 312 1 A 0
LEA# SCH# Track TEC Unused

The first 6 characters:

LEA # would be the same for all schools in a particular LEA and the LEA portion is generally ignored within LEA reporting.

School Code (SCH#) is the portion that is traditionally used for the 'School Code'

The last three characters:

The 7th character is reserved for use by districts that have Year Round programs and indicates the Track that the student is in. Some school districts have up to 4 tracks.

The 8th character is the Transportation Exception Code and is the subject of this process. The details of how this is to be used will follow later in this document.

The 9th Character is currently unassigned/unused and will be a '0' for the time being.

As we move forward, the instructions will concern only the five character portion of the 9 digit school code as shown here:

2003121A0
~~~~~

The solution is two parts, one being a setup in NC WISE to allow the TEC to be entered into the students record and the other being a modification in the TIMS setup to allow this code to be read and the results of this data to automatically change the students school assignment to a predetermined standard.

## Part I – Modification to NC WISE (To be done by NC WISE Coordinator)

Satellite schools are used only for transportation (TIMS) reporting purposes. A Satellite school is a secondary school stop, other than the primary school location, and the students who are associated with each Satellite "school stop" will be a member of an NC WISE Satellite School "team".

NC WISE Teams should be created to represent Satellite school stops. Each team must be named Satellite(#) for example, Satellite1 for both team short name and team name.

So if there are two satellite locations, two teams will be created, called Satellite1 and Satellite2.

NC WISE Set Up Instructions for Satellite Schools in the eSIS Teams

1. From eSIS Main Screen select School/School Information/Teams/Groups
2. Select Add
  - a. Enter a Team Code
  - b. Enter Satellite(#) (ex. Satellite1) for Short Name
  - c. Enter Satellite(#) for Name
  - d. Select Other for Team Type
  - e. Select Save
3. Select Members
  - a. Select Add Team Member
  - b. Query students to be added
  - c. Select Save

Repeat above process to add each Satellite School.

Notes:

- **Creating a coding scheme.** The way that the 'Character' is selected depends on the # part of the Satellite#. Within your LEA, you will decide on what coding scheme you want to use for the TEC. For example, you may just use 1, 2, 3, etc. or you could use a, b, c, etc. You could use combinations of letters and numbers. It is suggested, however, that the simpler the plan the less opportunity for errors. From a TIMS perspective, the character is of little concern other than being able to identify the specific Transportation Exception that a particular student. If a certain number or letter scheme is easier to remember, then it is fine. The first letter of the school name might work, but falls apart if you have two schools with the same first letter that require coding.
- **Implementing the coding scheme.** When the eSIS TEAM is set up, the Team Code MUST be in the form Satellite# where the # will be the code. There must be NO spaces. So if you have only one instance requiring a TEC, then the Team Code could just simply be Satellite1. Any student that has the code set for them will have a 9 digit School code in the form 100340010, where the last '1' comes from the Satellite1 code. Likewise, if the code was to be an 'A' instead, then the Team Code would be SatelliteA, and the resultant school code would be 1003400A0.
- **NC WISE assignment of the code.** When the NC WISE data manager needs to apply a 'Team Code', they will select a dropdown that will have items like Football, Basketball, Satellite, etc. If they select Satellite, then the dropdown would list all of the satellite options for them to select. There may be several 'Team' assignments that a student

needs to have assigned and the assignment of multiple Team Codes is normal, but the only ones that affect the TEC is are the 'Satellite#' codes.

## Part II – Modification to TIMS

**(Note: Editing of Parameter Files must be done with/by your TIMS PL)**

Three items need modification and/or creation for TIMS to properly read the new TEC codes and apply them to the student record.

1. The 'new' school location must be entered into MARIS.
2. The 'new' school record needs to be created and the location needs to be entered in EdulogNT.
3. The STA:STUPRM.DAT must be modified to read 5 characters instead of 3 characters for the school code.
4. Lastly, a file STA:TRNSLT.SCH must be either created or modified to take the 5 character school code, translate it to a proper 3 character code, and enter it into the student's record during the UPSTU process.

### Setup Details

1. School location in Maris – The new school location may already be entered into the street network. If it is, you need to identify the node number so that it can be entered into the school information in EdulogNT. If the facility has not been entered yet, you would do that just like any other school, entering the school driveway, a node to represent the school location and set the appropriate school speeds. Be certain that the school drive allows for entry and exit in the segment directions.
2. Entering the new school in EdulogNT – The new facility will need to be entered into EdulogNT under Schools\Tabular just like any other school. Use a school number that will be reflective of the main school that the students are actually assigned to. For example, if their assigned school is 316, you may want the satellite school number to be 416, or 516, etc. The location, grades, programs if applicable and bell times must also be entered. These bell times are independent of the assigned school bell times and may be the same or may be different, whatever is accurate.
3. STA:STUPRM.DAT is the file that tells the system where and how to read data from in the NEWSTU.DAT (the NC WISE student data file) and where and how to place those data items into the student records in EdulogNT. The standard STUPRM.DAT contains one line that reads the school assignment data. The standard line follows:

| SEQ | PID | LEN | BTH | CHR | NXT | SEP | POS | CHR | NXT | USR | FIELD NAME |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|
| 3   | 8   | 1   | 1   | 1   | 1   |     | 475 | 3   | 1   | 0   | School     |

Note that under the second CHR heading, there is a '3'. This indicates that 3 characters are read FROM the NEWSTU.DAT for the school code. Also notice that under the first CHR heading there is a '1'. This portion of the file indicates where the data is to be placed into the Edulog student record (PID=Position In Data = 8) yet all of the other numbers are '1'. This is because, with the exception of the PID, all of the other fields are now overridden by defaults in the

programming portion of the process and these particular data entries are no longer used for system defined fields.

This line needs to have two modifications made to it, one to expand the number of characters read from 3 to 5 and one to tell the system where to find the file that will translate those five characters back to 3 characters, altering those that indicate that there is a satellite school assignment for that student.

| SEQ | PID | LEN | BTH | CHR | NXT | SEP | POS | CHR             | NXT | USR | FIELD NAME |
|-----|-----|-----|-----|-----|-----|-----|-----|-----------------|-----|-----|------------|
| 3   | 8   | 1   | 1   | 1   | 1   |     | 475 | <b><u>5</u></b> | 1   | 0   | School     |

The other entry is one that tells the program where to find the translation file. See the next section for details on setting up this file. The reference comes immediately after the number under the USR field. (Note that these entries have been underlined and bolded for clarity only. The format of the actual entries should be just like the rest of the text.)

|   |   |   |   |   |   |  |     |                 |   |                               |        |
|---|---|---|---|---|---|--|-----|-----------------|---|-------------------------------|--------|
| 3 | 8 | 1 | 1 | 1 | 1 |  | 475 | <b><u>5</u></b> | 1 | <b><u>0STA:TRNSLT.SCH</u></b> | School |
|---|---|---|---|---|---|--|-----|-----------------|---|-------------------------------|--------|

4. The TRNSLT.SCH shown below is a simple text file. The first line has three sets of numbers, each separated by a single space. Item #1 is the number of lines of translation data in the file, i.e. the total number of lines minus 1 for the header line. The second number represents the number of characters that will be read from the NEWSTU.DAT (5) and the last number is the number of characters that will be placed into the student's school field (3). The last two numbers should remain the same in all of the systems that use the TEC, with the first number changing, depending on the number of schools in your system.

```
7 5 3
30400 304
30800 308
31200 312
31600 316
31601 416
31602 516
32000 320
```

Some details regarding this file:

- a. EVERY school in the district must have an entry in this file. Remember that we are actually reading in a 5-digit school code, not 3-digits like we normally do. Every school code must be evaluated and then assigned a corresponding 3-digit school code that will be entered into the student's record.
- b. The school(s) that have satellites will have a minimum of two entries, one for the regular students that actually do attend the assigned school facility (and they will have a '0' in character #8) and an entry for students that have a Transportation Exception Code entered in Character #8. If a school has more than one satellite that must be accounted for, then each of these will also have an entry. See School 316 in the example above.

- c. Any schools that have any Year Round schedules and also have satellites will also need to be accounted for. This example of an entry for a Year Round School with 3 Tracks but only Tracks 1 and 2 use the satellite facility.

5 5 3

|           |                                   |
|-----------|-----------------------------------|
| 30410 304 | Regular School Location - Track 1 |
| 30420 304 | Regular School Location - Track 2 |
| 30430 304 | Regular School Location - Track 3 |
| 30411 404 | Satellite Facility '1' - Track 1  |
| 30421 404 | Satellite Facility '1' - Track 2  |

Or if you choose to separate the Tracked students as well, you could do the following or any other combination that would separate the student's school code as you desire. Remember, however, that any new school code that you use, you must enter into EdulogNT Schools\Tabular, even though the grades, bell times and locations are the same for each group. There is a field already in the student's record for 'Yr Rnd' on the second page of student tabular. You could reduce the setup complexity by populating that field from the Track Code instead.

5 5 3

|           |                                   |
|-----------|-----------------------------------|
| 30410 304 | Regular School Location - Track 1 |
| 30420 404 | Regular School Location - Track 2 |
| 30430 504 | Regular School Location - Track 3 |
| 30411 604 | Satellite Facility '1' - Track 1  |
| 30421 704 | Satellite Facility '1' - Track 2  |

While all of these options are available, the reality is that there may only be a couple of simple alterations that may need to be made and no complex setup will be necessary.