

TIMS: Conversion from PowerSchool to Infinite Campus

*Understanding and Managing
Student Address Changes, Corrections
and Lost Assignments within TIMS*

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ITRE

Institute for Transportation
Research and Education

TIMS: Infinite Campus Conversion

The North Carolina Department of Public Instruction (DPI) is preparing to replace PowerSchool with a new student information system called Infinite Campus.

Half of the state is scheduled to switch to Infinite Campus in July of 2024 with the rest of the state converting by July of 2025.

Please contact your local PowerSchool Coordinator and ask if your county is part of the First or Second wave switching to Infinite Campus.

Preliminary List of First LEAs shown on next slide.

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First Wave of LEA Conversions to Infinite Campus					
TIMS Office	County\City	School System	TIMS Office	County\City	School System
NCSU		070 Beaufort County Schools	UNCC		040 Anson County Schools
NCSU		090 Bladen County Schools	UNCC		050 Ashe County Schools
NCSU		150 Camden County Schools	UNCC		060 Avery County Schools
NCSU		160 Carteret County Public Schools	UNCC		120 Burke County Schools
NCSU	City	241 Whiteville City Schools	UNCC		140 Caldwell County Schools
NCSU		250 Craven County Schools	UNCC		180 Catawba County Schools
NCSU		260 Cumberland County Schools	UNCC	City	181 Hickory City Schools
NCSU		270 Currituck County Schools	UNCC		200 Cherokee County Schools
NCSU		280 Dare County Schools	UNCC	City	292 Thomasville City Schools
NCSU		370 Gates County Schools	UNCC		300 Davie County Schools
NCSU		390 Granville County Schools	UNCC		380 Graham County Schools
NCSU		430 Harnett County Schools	UNCC	City	422 Weldon City Schools
NCSU		480 Hyde County Schools	UNCC		440 Haywood County Schools
NCSU		510 Johnston County Schools	UNCC		500 Jackson County Public Schools
NCSU		530 Lee County Schools	UNCC		560 Macon County Schools
NCSU		580 Martin County Schools	UNCC		750 Polk County Schools
NCSU		630 Moore County Schools	UNCC	City	761 Asheboro City Schools
NCSU		640 Nash County Schools	UNCC		770 Richmond County Schools
NCSU		680 Orange County Schools	UNCC		800 Rowan-Salisbury Schools
NCSU		690 Pamlico County Schools	UNCC		810 Rutherford County Schools
NCSU		710 Pender County Schools	UNCC		870 Swain County Schools
NCSU		730 Person County Schools	UNCC		950 Watauga County Schools
NCSU		790 Rockingham County Schools	UNCC		990 Yadkin County Schools
NCSU		820 Sampson County Schools			
NCSU	City	821 Clinton City Schools			
NCSU		910 Vance County Schools			
NCSU		930 Warren County Schools			
NCSU		960 Wayne County Public Schools			

Initial List of LEAs identified as part of First Wave of Infinite Campus Conversions.

List Subject to Change and/or Expansion

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Infinite Campus: Student Transportation Page

Status: In Development

Infinite Campus Staff are developing the NC Student Transportation Page to function as it does currently within PowerSchool.

This includes options for requesting AM\PM ridership, identifying special transportation needs for some students as well as enter alternate (non-home) stop requests and the ability to backload TIMS Bus Stop Data onto the Infinite Campus Transportation Screen.

AM Transportation Provided:	
PM Transportation Provided:	Yes
Transportation Memo:	No
	Alternate Transportation
	Car Rider
	Walker
	Van
	Bike Rider
	Daycare Transportation
	Special Needs - Standard Transportation
	Special Needs - Specialized Transportation
	Contract - Specialized Transportation

New From School New To School

Restraint Required	Please Select
Lift Required:	Please Select
Monitor Required:	Carseat
	Harness
	Seatbelt
	None
	Vest
	Wheelchair restraint
	Other

Restraint Required	Please Select
Lift Required:	Please Select
Monitor Required:	No
	Please Select
	No
	Yes

Restraint Required	Please Select
Lift Required:	Please Select
Monitor Required:	Please Select
	Lift
	Wheelchair (implies Lift required)
	No-Requirement

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Infinite Campus: TIMS Extract (newstu file)

Status: In Development

Infinite Campus Staff are developing their version of the TIMS Extract (newstu file) so that Transportation Departments will see very little disruption and changes to current methods of data imports and data management.

We do anticipate the file type will change from Text (.txt) to Comma Separate Values (.csv) and there will be one additional step within TIMS.

Stay tuned for future announcements, trainings and webinars about TIMS UPSTU using the Infinite Campus NewStu file.

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Infinite Campus: Address Corrections and Cleanup

Status: In-Process, Ongoing within PowerSchool

As part of process of moving from PowerSchool to Infinite Campus; LEA Coordinators and School Data Managers are being asked to perform various Address Corrections, Changes and Cleanup as part of conversion.

This includes updating many of the address errors frequently seen within TIMS that are common across the entire state of North Carolina:

- Apartment\Lot Numbers entered as part of the street name
- Simple Typos, Misspellings and Spacing Errors
- Missing Street Types, Prefixes and Suffixes

As TIMS Operators are aware, any address change found during UPSTU will result in the student being re-matched to the new\different address, causing them to temporarily lose their bus assignment until the request can be reprocessed in TIMS and the student reassigned to a bus route.

Let's look at some example address corrections and how to handle these records within TIMS.

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Address Errors in PowerSchool

Home Address	
Street, Apt/Suite	2725 E Geer Street Lot #33 →
City, State, Zip	Durham NC 27704

Lot and/or Apartment Info entered as part of street address. Should be entered in the separate box labeled as Apt/Suite.

Home Address	
Street, Apt/Suite	27A RIDGEWAY AVE →
City, State, Zip	Durham NC 27701

Home Address	
Street, Apt/Suite	3408 Hursey St Lot 92
City, State, Zip	Durham NC 27703

When corrected in PowerSchool, TIMS will see this change as an Address Change for the student, causing them to lose their stop assignment as they are re-matched to the new/different address.

Home Address	
Street, Apt/Suite	3547 Mayfair Apt 205
City, State, Zip	Durham NC 27707

Assuming the edited\fixed address is correct, Students like this will be a one-time fix in TIMS following an UPSTU. A simple quick-assign should easily find the stop they were previously assigned to and allow operators to reassign the student without much additional effort.

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	MAPLE	ST
N	MAPLE	ST
S	MAPLE	ST
	MAPLE CREEK	DR
	MAPLE FALLS	WY
	MAPLE VIEW	DR
	MAPLEGROVE	LN
	MAPLEHILL	CT
	MAPLELEAF	RD
	MAPLEWOOD	LN

Without “North” or “South” Maple Street entered for the student, TIMS will attempt to match the child to just “Maple Street”.

Please note how Maplewood is one word but Maple View is two words. Address corrections\changes like this will impact TIMS Data during UPSTU.

Assuming the edited\fixed address is correct, Students like this will be a one-time fix in TIMS following an UPSTU. A simple quick-assign should easily find the stop they were previously assigned to and allow operators to reassign the student without much additional effort.

Address Errors in PowerSchool

Most LEAs see lots of Typos with Addressing: Simple Misspellings, Incorrect Street Types, Missing Street Types, Missing Prefixes and Suffixes, etc.

When corrected in PowerSchool, TIMS will see this change as an Address Change for the student, causing them to lose their stop assignment as they are re-matched to the new/different address.

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Prefix	Street	Type	Suffix
	10TH	ST	
	11TH	ST	
	12TH	ST	
	1ST	AV	
	1ST	ST	
	2ND	AV	
	2ND	ST	
	3RD	ST	
	4TH	ST	
	5TH	ST	
	7TH	ST	
	8TH	ST	
	9TH	ST	

You need to know the correct and official spelling for any “Numbered Streets” in your LEA.

- Is it named.... **1st Street or First Street?**
- What about... 10th Avenue vs Tenth Avenue?
- What does County GIS show as the official name?
- What does TIMS have as the official name?

Assuming the edited\fixed address is correctly spelled, Students like this will be a one-time fix in TIMS following an UPSTU. A simple quick-assign should easily find the stop they were previously assigned to and allow operators to reassign the student without much additional effort.

If you have lots of numbered streets that have historically caused problems with student addressing during UPSTU, reach out to TIMS Support as we may be able to help resolve some of the common mistakes through the AddUpd File.

Address Errors in PowerSchool

You will need to know the official spelling for any numbered streets in your LEA. These can be a nightmare to manage as parents like to write First St. out as 1st St to save time... however, your LEA may actually have two streets named the same but spelled differently.

These can be more difficult to manage and can often require lots more cleanup if the wrong spelling is in TIMS or if Schools\Parents abbreviate the name when it should be spelled out. Please refer to County GIS for correct\official street names.

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In addition to address errors related to typos, bad spacing and missing\incorrect prefixes and suffixes; many LEAs see address problems associated with the different “Highways” throughout the county.

Again, it is important that Parents and School Data Managers learn to use your County GIS Website to research addresses and enter them correctly into PowerSchool.

Remember... Google Maps, Bing Maps, OpenSource Maps and other 3rd Party Consumer Mapping Applications may not always have the correct street names, prefixes, suffixes, street types, street type abbreviations and can even be missing entire streets or newer neighborhoods.

Your local County GIS Website should be the official source for proper addressing throughout your county. They will have the most current and correct information available.

Let’s look at an actual example of bad Highway Addresses and how they should be handled.

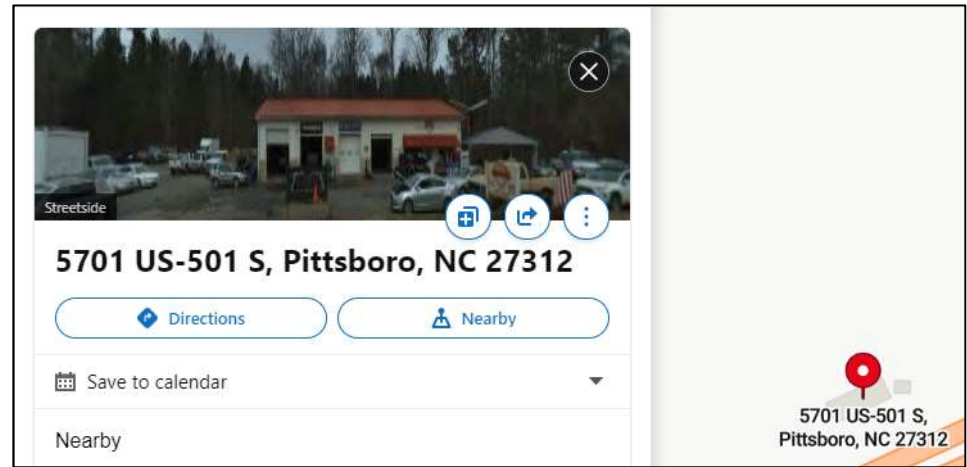
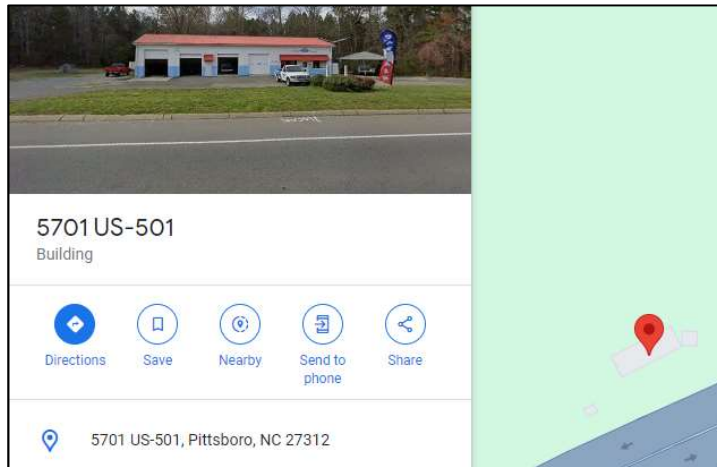
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Sanders Automotive is located on 15-501 just outside of Pittsboro, NC

In Google, it shows addressed as 5701 US-501

In Bing, it shows addressed as 5701 US-501 S



Neither of these addresses are actually correct

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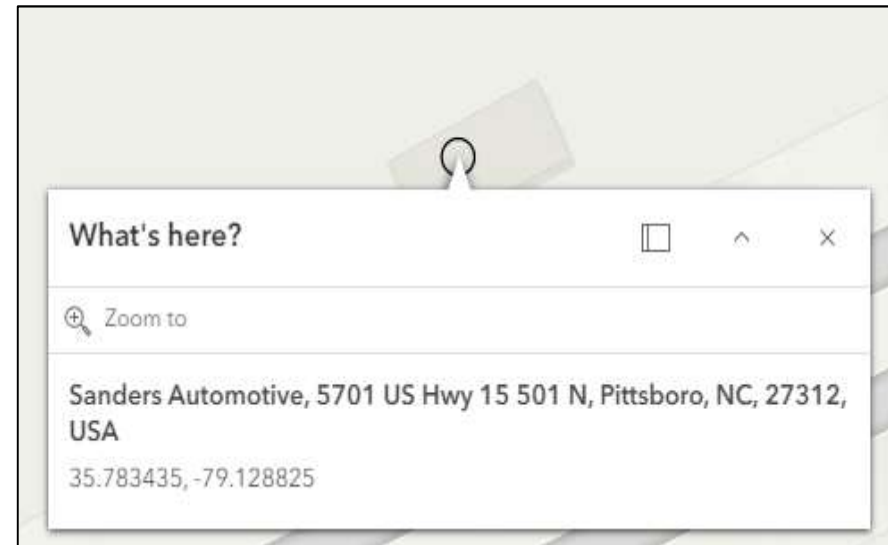


According to Chatham County GIS, the correct and official address for Sanders Automotive is shown as

5701 US HWY 15 501 N

You need to make sure that this is the Street Name as listed in TIMS. If not, then you may need to perform some map updates in TIMS, renaming any incorrect streets to match your County GIS Name.

TIMS Maps are originally based on local GIS Maps, but things can change over time and TIMS Map may not have always been properly updated and well maintained over the years.



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Going back to when NCWISE was the Student Information System before PowerSchool, and to when SIMS was the system prior to NCWISE, many LEAs have historically had trouble working\communicating with and getting school data managers and PowerSchool Coordinators to correct student addresses.

Other LEAs have worked very hard in researching student address errors and communicating\coordinating proper corrections with PowerSchool Staff and School Data Managers. These LEAs should not have as many errors and as much cleanup to perform.

However, if your LEA has traditionally left bad addresses in place within PowerSchool by just solving\correcting the address error within TIMS Only... then you could expect a significant amount of work following a massive round of student address corrections by data managers.

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The final methods and approach to identifying these students and correcting any lost assignments following an address correction will vary from LEA to LEA, County by County... depending on your local data management practices.

Imported Ridership Codes\Requests from PowerSchool: LEAs that use the Student Transportation Screen and manage Bus Requests via the AM\PM Dropdown Fields will see bus riders in their Daily Request list as a “new request” following an address correction.

Shared Spreadsheet, Pencil\Paper and Hand-Coded Ridership: LEAs that do not import Ridership Codes (Y\N) from PowerSchool will sometimes hand-code bus riders themselves or may just assign students from a shared spreadsheet or paper forms but not hand-code the students in TIMS. These LEAs will certainly want to run the Lost Assignments Report as part of the UPSTU Process. This report lists all students who lost their bus assignment during UPSTU and the reason for the lost assignment (typically new school and/or new address). Those with an address correction should be easily identified via this report.

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Monitoring and Managing Address Changes:

As always, be sure to make a backup prior to UPSTU.

Run the suggested Reports Pre\Post UPSTU and monitor any major changes to your data:

- Total Enrollment
- Number of AM\PM Bus Riders
- Number of Unmatched Students
- Lost Assignments Report

If you notice any large decreases in AM\PM Ridership Counts or major increases in the number of Unmatched Student Addresses, this may indicate Address Corrections are being performed by your district.

If the updated addresses create lots of new Unmatched Students, TIMS Operators will need to determine if the updated addresses are still incorrect (compared to County GIS Department) or if the TIMS Map may need corrections.

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Monitoring and Managing Address Changes:

In general, the largest concern for most LEAs will be correcting the format of various US and NC Highway names throughout your county.

LEAs have traditionally had the most difficulty in managing these correctly at all levels... from the TIMS Map being properly named, segmented and addressed... to the way parents\school staff provide and enter Highway Addressing.

Other major changes could be related to the Street Type Abbreviations being used by County GIS compared to the TIMS Map, Google or Others.

- AV instead of AVE
- WY instead of WAY
- BVD instead of BLVD

If you notice any large groups of unmatched students on the same street, you'll need to determine the source\reason for the error... either the updated address is still incorrect or the TIMS Map may be in need of edits to street names.

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Monitoring and Managing Address Changes:

As always, TIMS Project Leaders from NCSU-ITRE and the UNC Charlotte Urban Institute are happy to help you analyze any mass changes or address errors that you encounter along the way.

Additional Training, Support and Assistance is also available if you need help in making edits to your TIMS Map and/or the files used during UPSTU:

- Abbreviation Rules for Street Types, Prefixes and Suffixes
- Address Update (AddUpd) Rules that can help correct some common errors on the TIMS Side of things.

Please contact your TIMS Support Office as needed.

And Stay Tuned for announcements about Future Webinars, Trainings and Events related to TIMS and Infinite Campus.