Buses, Lockers and Automobiles
Tonya Main-Birdville ISD

NOTES

Buses

1. **Formatting your file for import**
   - **A. Retrieve the necessary format from Skyward for your transportation software.**
   - **B. Set up Skyward to receive your import file**
2. **Bus Information**
3. **Bus Utilities**
4. **Bus Reports**
5. **Student screen information**
   - **A. Bus number information**
   - **B. Pick up/Drop off address**

Lockers

1. **Locker Information File set up to import into Skyward**
2. **Set up Locker Area Codes**
   - **A. Adding Locker Areas**
3. **Locker Records:**
   - **A. Import locker information file**
   - **B. Mass Create Locker Records**
4. **Locker Maintenance**
   - **A. Adding Lockers without import file**
   - **B. Maintaining Locker Information**
5. **Mass Assign Lockers**
   - **A. By Range**
   - **B. By Student**
6. **More…**
   - **A. Quick Entry**
   - **B. Mass Unassign**
7. **Locker Reporting**

Automobiles

1. **Gen 2 Screen**
2. **Reports**
3. **Individual Look Up**

Family Access

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