

# How to Use PowerSchool to Generate a Contact Tracing - Transportation Report

Contact Tracing has taken a prominent role in the life of many school administrators.

While the information they need to identify students that have been in close contact with a specific student is often contained in PowerSchool.

Being able to access that data quickly and easily in a usable way is a different story.

One area that schools may struggle with finding student interactions is transportation. Finding who is scheduled on the bus on a given day and whether or not they are present, can be a time-consuming process – until now.

With the use of our Contact Tracing - Transportation Report, users can easily find students that are scheduled to ride on the same bus as the selected student, along with their associated attendance and contact data.

Note that this report can be run from either the district office or from an individual school. But it does require that students' transportation information is entered into PowerSchool's core transportation screens.

The screenshot displays the PowerSchool Level Data - NEW MEXICO interface. The top navigation bar shows the school name 'Apple Grove High School' and the semester '21-22 Semester 1'. The main content area is titled 'Start Page' and features a search bar with 'Students' selected and 'All' as the filter. Below the search bar is a table of 'Current Student Selection (32)'. The table has columns for Student, Student Number, Grade Level, and Date of Birth. The 'Quick Data' sidebar on the right shows 'Attendance Taken' with a donut chart and 'At Risk' with a bar chart.

Student	Student Number	Grade Level	Date of Birth
Adair, Brandon	3	12	12/10/2004
Adams, Corby	4	10	10/2/2006
Ahlberg, Emmy	5	10	11/21/2006
Altonao, Scott	7	11	11/16/2005
Allen, Victor C	8	11	1/8/2005
Alfred, Alfred P	9	10	4/30/2008
Alfred, Christopher N	10	11	10/20/2005
Alfred, Jacee L	11	12	3/25/2004
Alvarez, Maria	12	11	8/17/2005

## How to run the report:

To use this report, from the start page use the select by hand function to select the student of whom you need to run the report.

Once selected, scroll to the Level Data app section and click on RealTime Reports. Once on the report dashboard, select the Contact Tracing - Transportation Report. Using the pre-filter, set the date range for which you need to search, usually for just a few days.

The students' selection should represent the single student that had been previously elected on the start page. Once all selections have been made, click run.

Once the report loads, you'll be provided a report with a list of all students that are scheduled to ride the bus with the selected students for the desired date.

In addition, the results will include each student's attendance on the selected date, the first contact for each student along with their primary contact data, as well as the bus driver's name and phone number if entered in PowerSchool.

Use the attendance value filter on the left to identify which students were present on the selected dates.

Once you have the group of students you need, you can either click on the export button to automatically export the results to a CSV file.

No need to know field, table names, or complicated dot tags. Or if you need to work with these students from the PowerSchool side, maybe you need to send a message through your messaging system.

Click on the make current student selection button to make this group the current selection. Or if you already have a current selection, perhaps you've already run one of the other Contact Tracing reports, you can click the add to current student selection to add to this report any students that are not already part of the student selection.

Getting to your data has never been easier!