



**Washington State  
Office of the Superintendent of Public Instruction**

**STARS Training Manual**

Last Updated  
July 27, 2017

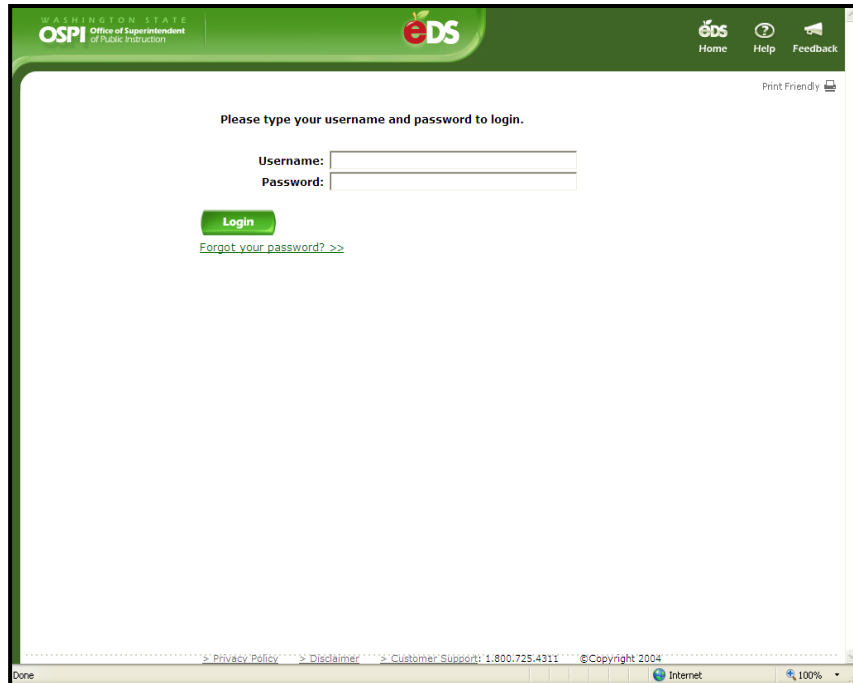
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## 1. Logging In To STARS

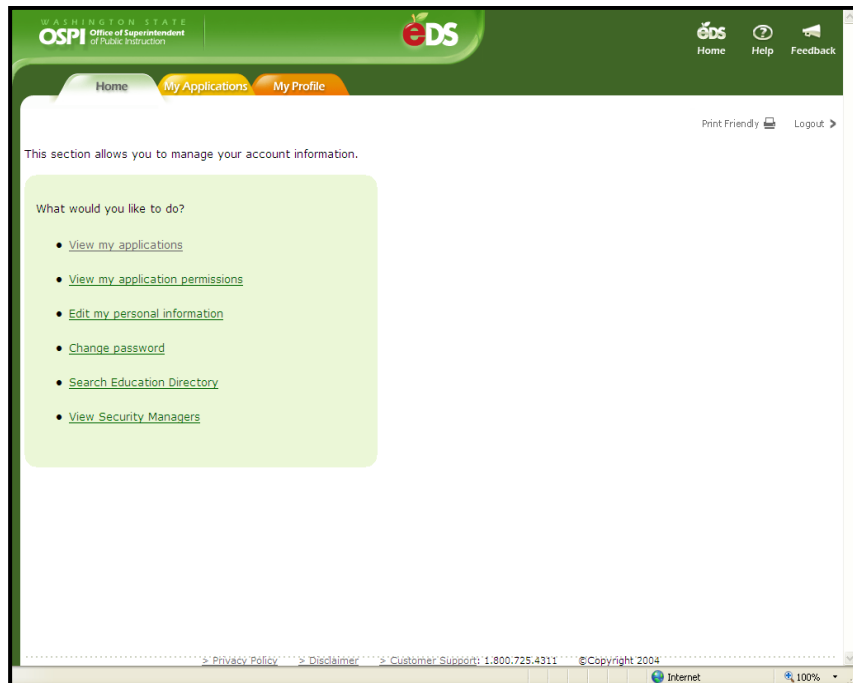
- a) Go to the EDS Login screen and type in your user name and password then click Login.

**Note:** The URL to use is:  
<https://eds.ospi.k12.wa.us>



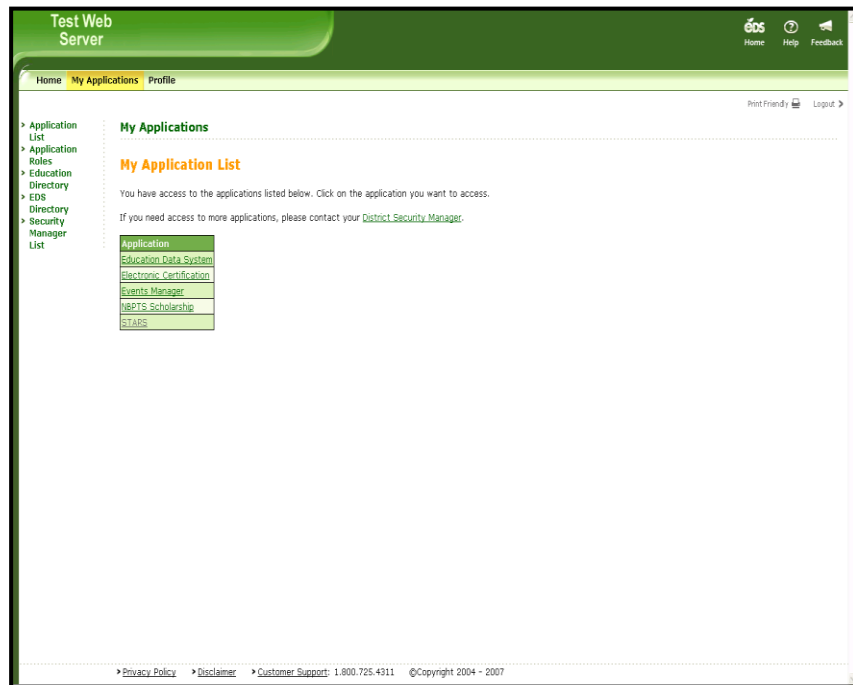
The screenshot shows the EDS Login screen. At the top, there is a green header with the Washington State OSPI logo on the left and the EDS logo on the right. Navigation links for Home, Help, and Feedback are in the top right. The main content area has a green border and contains the text "Please type your username and password to login." Below this are two input fields: "Username:" and "Password:". A green "Login" button is positioned below the password field. A link "Forgot your password? >>" is located below the login button. At the bottom of the page, there is a footer with links for Privacy Policy, Disclaimer, and Customer Support, along with a copyright notice for 2004. The browser's address bar shows the URL "https://eds.ospi.k12.wa.us".

- b) From the EDS Home page click on the tab for My Applications.

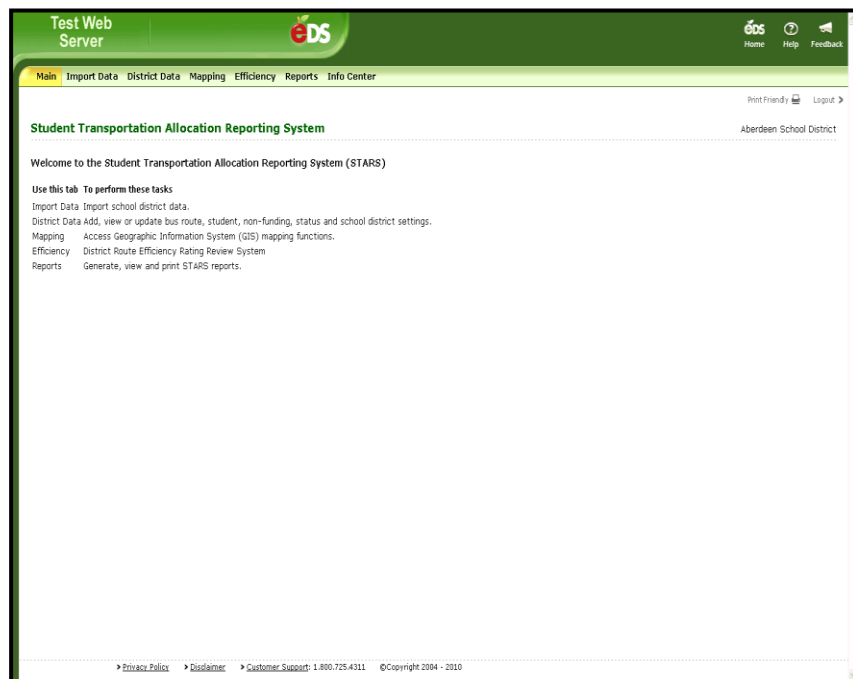


The screenshot shows the EDS My Applications page. The header is the same as the login screen. Below the header, there are three tabs: Home, My Applications (which is selected), and My Profile. The main content area has a green border and contains the text "This section allows you to manage your account information." Below this is a green box with the heading "What would you like to do?" and a list of links: "View my applications", "View my application permissions", "Edit my personal information", "Change password", "Search Education Directory", and "View Security Managers". At the bottom of the page, there is a footer with links for Privacy Policy, Disclaimer, and Customer Support, along with a copyright notice for 2004. The browser's address bar shows the URL "https://eds.ospi.k12.wa.us".

- c) From the My Applications page, click on the link to STARS.



- d) The Main page is the initial entry point to the STARS application. This page does not provide any specific functionality beyond basic instructions describing features of the STARS application.



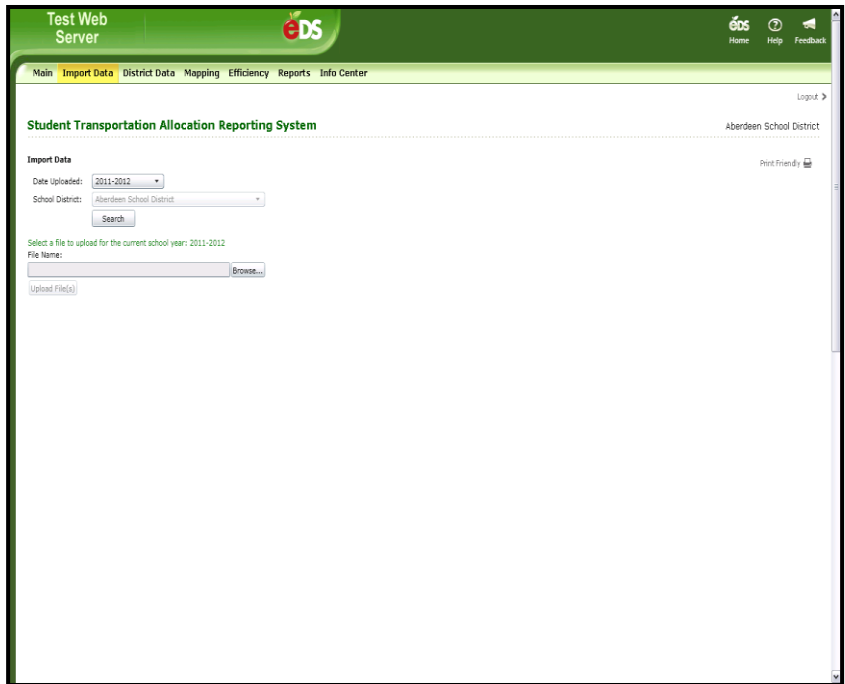
- e) The Info Center tab, in the top navigation bar, can be clicked to access the STARS User Manual.



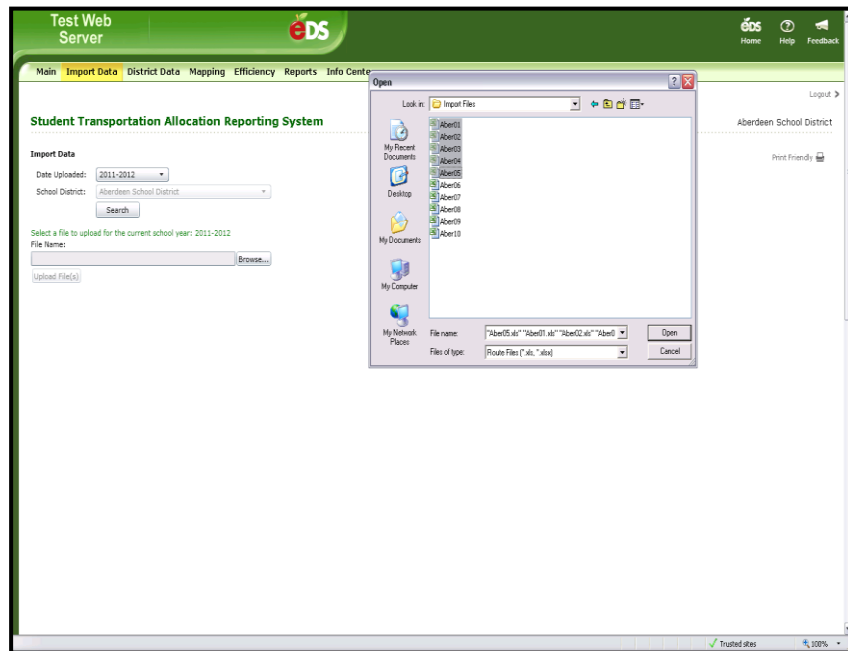
## 2. Importing Route Data

- a) The first functionality screen you will see in the STARS application is the **Import Data** screen. Click the **Import Data** tab and the page will display with the Current School Year and the School District already populated.

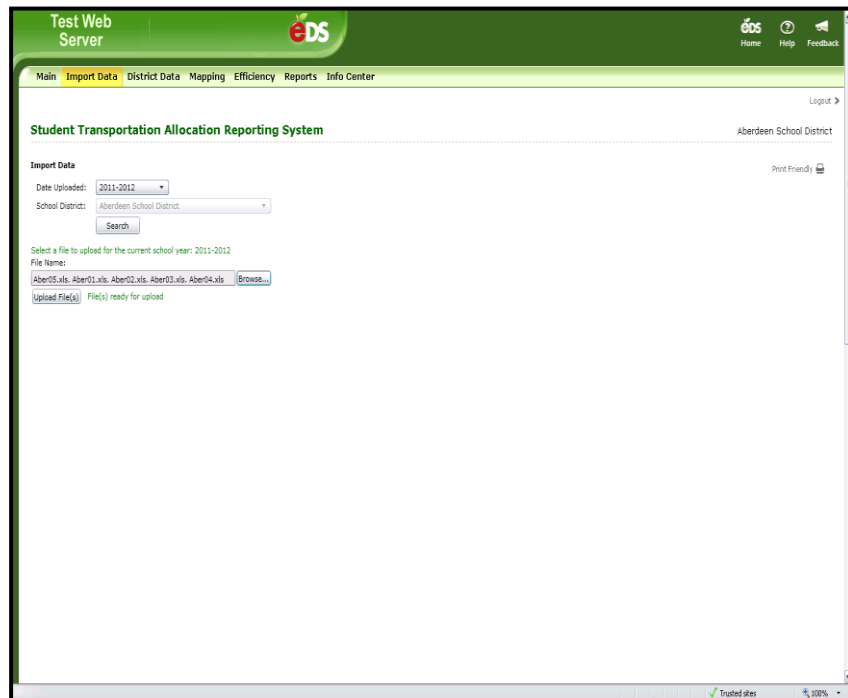
**Note:** RTC Users and OSPI Users will need to select a specific Region and School District from the dropdown menus on their pages.



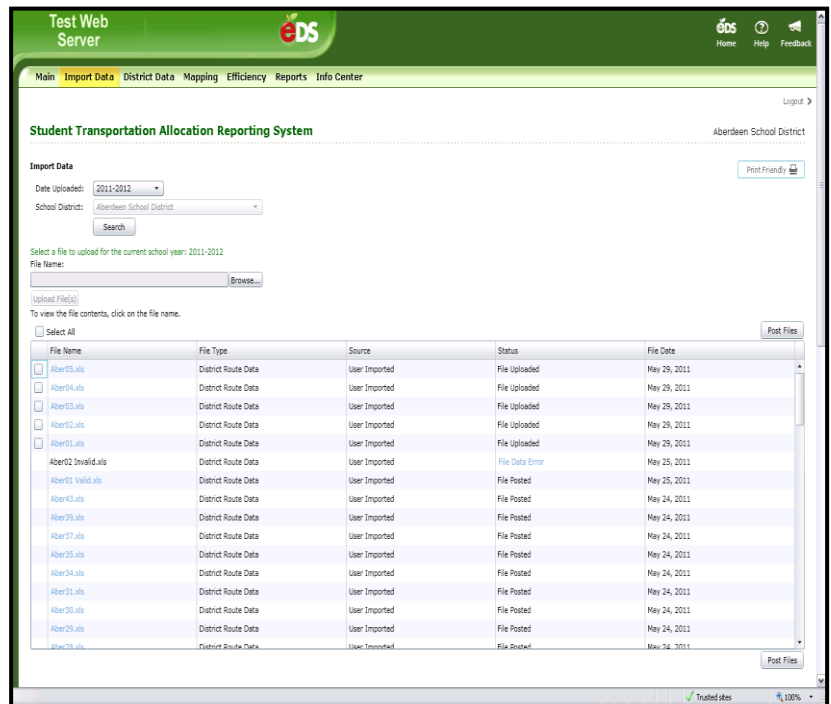
- b) You will select the route data files you wish to upload by clicking the **Browse** button. You can select only one file to upload or to select many files to upload use the Ctrl + left click of the mouse button. Then click the **Open** button to transfer selected file(s) to the File Name box on the Import Data page.



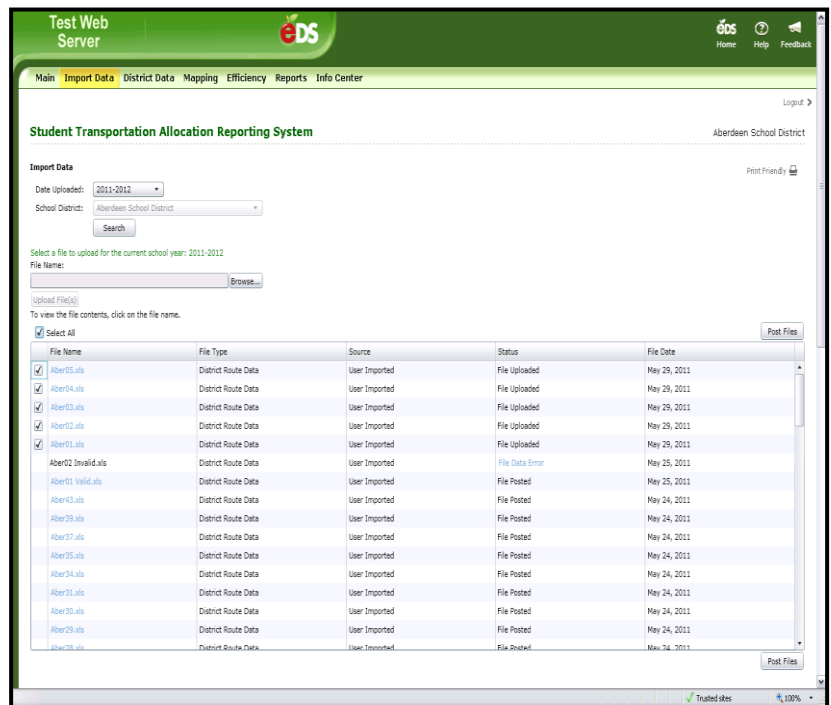
- c) Once the selected files are chosen, you will click the **Upload File(s)** button.



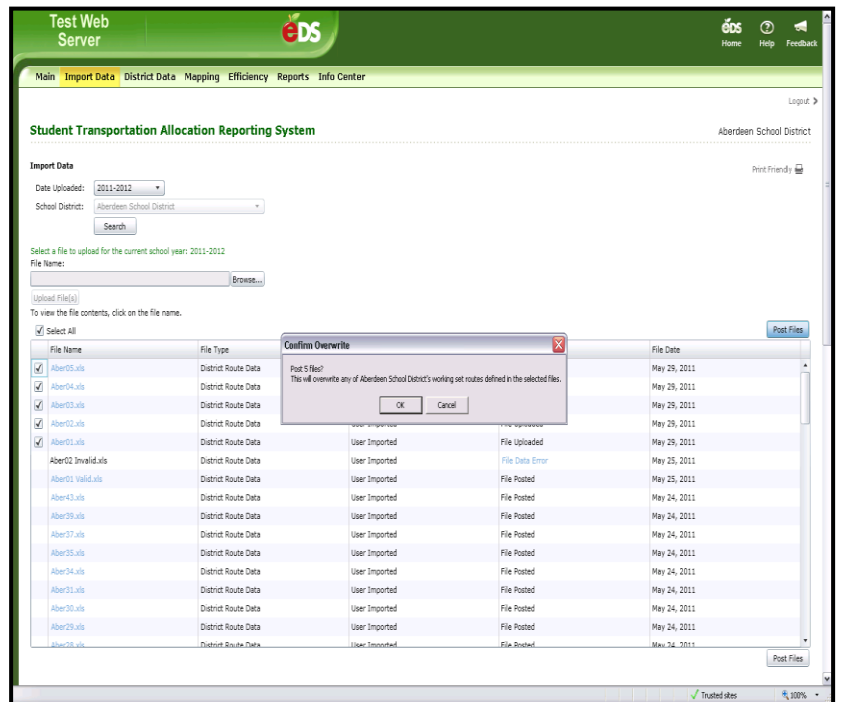
- d) The imported file(s) will appear in the data grid with a status of **File Uploaded** and will have a checkbox on the rows unless the row has a file with a File Data Error.  
**You can click on the File Data Error and it will display the file and errors.**  
 You can click on the file name of the uploaded files and it will display the file data.



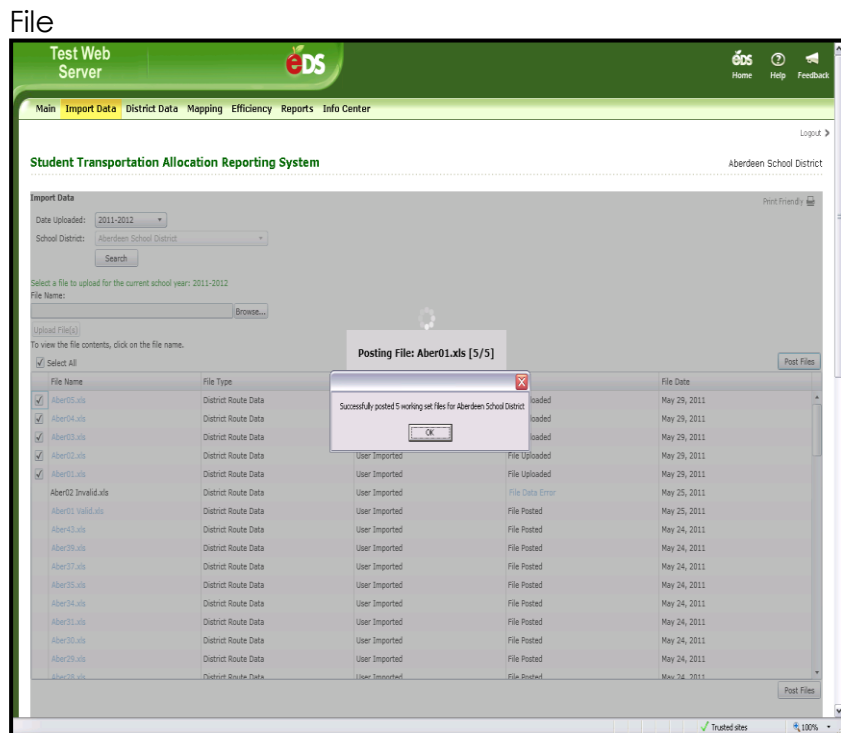
- e) To post the uploaded files, you can click the checkbox on the row or click the **Select All** checkbox for all files to be uploaded. Then click the **Post Files** button.



- f) The Confirm Overwrite dialog box will appear. If you click **OK** the button the working data set records will be overwritten. If you click the **Cancel** button the files will not post and the page re-displays without the Confirm Overwrite dialog box.



- g) After you click the **OK** button, the files will post and a dialog box will appear stating the successfully posted working set files for the school district, with an **OK** button to click.





- h) After you click the **OK** button, the page will re-display and the Status will change from File Uploaded to File Posted or File Data Error. Successfully posted files will have a hyperlink to the file in the 'File Name' column. Unsuccessful posted files will have a hyperlink to the file in the 'Status' column. To view the file, click on the hyperlink.

**Import Data**

Date Uploaded: 2011-2012  
School District: Aberdeen School District  
Search

Select a file to upload for the current school year: 2011-2012  
File Name:  Browse...

Upload File(s)  
To view the file contents, click on the file name.

☐ Select All

File Name	File Type	Source	Status	File Date
<a href="#">Aber05.xls</a>	District Route Data	User Imported	File Posted	May 29, 2011
<a href="#">Aber04.xls</a>	District Route Data	User Imported	File Posted	May 29, 2011
<a href="#">Aber03.xls</a>	District Route Data	User Imported	File Posted	May 29, 2011
<a href="#">Aber02.xls</a>	District Route Data	User Imported	File Posted	May 29, 2011
<a href="#">Aber01.xls</a>	District Route Data	User Imported	File Posted	May 29, 2011
<a href="#">Aber02 Invalid.xls</a>	District Route Data	User Imported	<a href="#">File Data Error</a>	May 29, 2011
<a href="#">Aber01 Valid.xls</a>	District Route Data	User Imported	File Posted	May 29, 2011
<a href="#">Aber43.xls</a>	District Route Data	User Imported	File Posted	May 24, 2011
<a href="#">Aber39.xls</a>	District Route Data	User Imported	File Posted	May 24, 2011
<a href="#">Aber37.xls</a>	District Route Data	User Imported	File Posted	May 24, 2011
<a href="#">Aber35.xls</a>	District Route Data	User Imported	File Posted	May 24, 2011
<a href="#">Aber34.xls</a>	District Route Data	User Imported	File Posted	May 24, 2011
<a href="#">Aber31.xls</a>	District Route Data	User Imported	File Posted	May 24, 2011
<a href="#">Aber30.xls</a>	District Route Data	User Imported	File Posted	May 24, 2011
<a href="#">Aber29.xls</a>	District Route Data	User Imported	File Posted	May 24, 2011
<a href="#">Aber28.xls</a>	District Route Data	User Imported	File Posted	May 24, 2011

- i) If you click the **File Name** hyperlink, the **View Uploaded File** page will display. Click the **Return** button to navigate back to the previous page.

**View Uploaded File**

[Return](#)

File Name: Aber05.xls Date: 5/29/2011 8:26:16 AM

District Route	District Bus	State Route	State Bus	Route Type	Stop	Latitude	Longitude	Students	Destination
104E	104	5	205852	A	1	46.976209	-123.837120	4	Stevens
104E	104	5	205852	A	2	46.977390	-123.830290	2	Stevens
104E	104	5	205852	A	3	46.959240	-123.808820	3	Stevens
104E	104	5	205852	A	4	46.953240	-123.813540	5	Stevens
104E	104	5	205852	A	5	46.954870	-123.813720	5	Stevens
104E	104	5	205852	A	6	46.958160	-123.813610	8	Stevens
104E	104	5	205852	A	7	46.966170	-123.827830	5	Stevens
104E	104	5	205852	A	8	46.964160	-123.813680	4	Stevens
104E	104	5	205852	A	9	46.965500	-123.811690	2	Stevens
104E	104	5	205852	A	10	46.964050	-123.811710	4	Stevens
104E	104	5	205852	A	11	46.962210	-123.811790	4	Stevens
104E	104	5	205852	A	12	46.961880	-123.811650	8	Stevens
104E	104	5	205852	A	13	46.960650	-123.811960	2	Stevens
104E	104	5	205852	A	14	46.958870	-123.811700	5	Stevens
104E	104	5	205852	A	15	46.958820	-123.811650	2	Stevens

- j) If you click the **File Data Error** hyperlink, the **Upload Error Log** page will display. Click the **Return** button to navigate back to the previous page.

**Note:** You can only fix the errors in the original file and then you can upload that file again.

The screenshot shows the 'Upload Error Log' page. At the top, there's a navigation bar with 'Main', 'Import Data', 'District Data', 'Mapping', 'Efficiency', 'Reports', and 'Info Center'. Below this, the page title is 'Student Transportation Allocation Reporting System' for 'Aberdeen School District'. The main content area shows an 'Upload Error Log' section with a 'Return' button. Below the button, it displays 'File Name: Aber02 Invalid.xls' and 'Date: 5/25/2011 9:37:31 PM'. A table lists error messages and their corresponding values.

Error Message	Values
Destination Code '9876' Not Found. Please contact OSPF GIS Admin to add a new destination.	9876
The 'Latitude' element is invalid - The value '.000000' is invalid according to its datatype 'Decimal' - The MinInclusive constraint failed.	.000000
The 'Longitude' element is invalid - The value '-12.000000' is invalid according to its datatype 'Decimal' - The MaxInclusive constraint failed.	-12.000000
The 'Latitude' element is invalid - The value '1.000000' is invalid according to its datatype 'Decimal' - The MinInclusive constraint failed.	1.000000
The 'Longitude' element is invalid - The value '-4.000000' is invalid according to its datatype 'Decimal' - The MaxInclusive constraint failed.	-4.000000

### 3. District Data | Route Data

- a) The first functional screen in the secondary navigation bar (under the District Data tab) is Route Data. This page allows users to manage school bus route data. School Bus Route Log, route data is created in one of three ways: importing route data files; copying route data from a previous reporting period; manually entering route data. Route data must be entered for the Fall, Winter and Spring reporting periods.

The screenshot shows the 'Route Data' page. The navigation bar is the same as the previous page. Below it, the page title is 'Student Transportation Allocation Reporting System' for 'Aberdeen School District'. The main content area shows the 'Route Data' section with a 'Search' button. Below the button, there are dropdown menus for 'School Year' (2011-2012), 'School District' (Aberdeen School District), 'Reporting Period' (Select a Period), and 'Route Number' (Select a Route). Below these, there's a 'Search' button. At the bottom, there's a section for 'Aberdeen School District Options' with buttons for 'View District Map', 'Delete Routes', 'Create Route(Form)', and 'Create Route(Map)'.

- b) You can select a specific Reporting Period from the dropdown menu. Also, a specific Route Number can be selected from the dropdown menu. Click the **Search** button and the selected data will be displayed. Under the **Period** column the Reporting Period (Fall) and the Working Data Set (WS) are shown.

Test Web Server

eds Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Logout >

Student Transportation Allocation Reporting System

Aberdeen School District

Print Friendly

Route Data

School Year: 2011-2012

School District: Aberdeen School District

Reporting Period: Fall

Route Number: 103E

Search

Aberdeen School District Options

District Map: View District Map

Delete All Working Set Routes: Delete Routes

Create a new Route: Create Route(Form) Create Route(Map)

To review route data, click 'View' or to update route data, click 'Edit'

Action	School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
<a href="#">View</a>	Aberdeen	Fall	103E	3	103	204215	A	May 25, 2011	Mary Penn
<a href="#">Edit</a>	Aberdeen	WS	103E	3	103	204215	A	May 29, 2011	STARSDistrict

- c) If you select a specific Reporting Period from the dropdown menu that does not have an **Accepted** or **Working** data set, a red message will appear; **No data found** matching search criteria. Please try again.

**Note:** For a description of the **View District Map** and **Create Route (Map)** functionality, please refer to the GIS Training Manual.

Test Web Server

eds Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Logout >

Student Transportation Allocation Reporting System

Aberdeen School District

Print Friendly

Route Data

School Year: 2011-2012

School District: Aberdeen School District

Reporting Period: Winter

Route Number: Select a Route

Search

No data found matching the search criteria. Please try again.

Aberdeen School District Options

District Map: View District Map

Delete All Working Set Routes: Delete Routes

Create a new Route: Create Route(Form) Create Route(Map)

- d) You can view all Route Data in a Reporting Period by selecting only a Reporting Period and not selecting a Route Number. This view will provide the **Accepted Data Set (Fall)**, with a **View** option button, and the **Working Data Set (WS)**, with an **Edit** option button.

**Note:** The Status workflow process (Section 4), controls when a Data Set is in an Accepted status or in a Working status.

Action	School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
<a href="#">View</a>	Aberdeen	Fall	1515	43	151	205214	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1485	39	148	20036	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	147M	37	147	19912	A	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	144M	35	144	17130	A	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1425	34	142	15666	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1515	31	151	205214	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1515	30	151	205214	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1515	29	151	205214	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1515	28	151	205214	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	150A	27	150	202841	A	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1505	26	150	202841	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	148A	25	148	20036	A	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	147A	24	147	19912	A	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1475	23	147	19912	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	144A	22	144	17130	A	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1445	21	144	17130	C	May 25, 2011	Mary Perin

- e) The column display sort order can be changed by clicking on any of the column headers. By clicking on the **Period** column header, the sort order was changed from displaying the Fall Reporting Period routes first, to displaying the Working Data Set (WS) routes first.

Action	School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
<a href="#">Edit</a>	Aberdeen	WS	123	12345	12345	12345	A	May 27, 2011	Kimberly Hayward
<a href="#">Edit</a>	Aberdeen	WS	104E	5	104	205852	A	May 29, 2011	STARSDistrict
<a href="#">Edit</a>	Aberdeen	WS	104S	4	104	205852	A	May 29, 2011	STARSDistrict
<a href="#">Edit</a>	Aberdeen	WS	103E	3	103	204215	A	May 29, 2011	STARSDistrict
<a href="#">Edit</a>	Aberdeen	WS	103S	2	103	204215	A	May 29, 2011	STARSDistrict
<a href="#">Edit</a>	Aberdeen	WS	103S	1	103	204215	A	May 29, 2011	STARSDistrict
<a href="#">View</a>	Aberdeen	Fall	1515	43	151	205214	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1485	39	148	20036	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	147M	37	147	19912	A	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	144M	35	144	17130	A	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1425	34	142	15666	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1515	31	151	205214	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1515	30	151	205214	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1515	29	151	205214	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	1515	28	151	205214	S	May 25, 2011	Mary Perin
<a href="#">View</a>	Aberdeen	Fall	150A	27	150	202841	A	May 25, 2011	Mary Perin

- f) If you choose a row and click on the **View** button, the School Bus Route Log page will display the selected route data information. From this page you can click the **View Route Map** button to display the GIS map or click on the **Return** button to navigate back to the previous page. **Note:** No edits are allowed on this page.

Test Web Server

Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Student Transportation Allocation Reporting System

Aberdeen School District

School Bus Route Log - Fall 2011-2012

Save Save And Return Return

Delete Route View Route Map

Aberdeen School District

Add Destination

District Bus No.: 151

District Route No.: 151S

Route Type: Special Ed Program

State Bus No.: 205214

State Route No.: 43

Hopkins Preschool Center

Code: 3154

Latitude: 46.972712

Longitude: -123.831688

Stop	Latitude	Longitude	Description	Students Assigned	Stop
1	46.972810	-123.848880		✓	1
2	46.978110	-123.818130		✓	2
3	46.980120	-123.814980		✓	3
4	46.972400	-123.826940		✓	4
5	46.977090	-123.840520		✓	5
6	46.981310	-123.850270		✓	6
7	46.970820	-123.839120		✓	7
8	46.975310	-123.839070		✓	8
9	46.976260	-123.836450		✓	9
10	46.974370	-123.832550		✓	10
11	46.973220	-123.827710		✓	11

Add Stop

Save Save And Return Return

Delete Route View Route Map

- g) If you choose a row and click on the **Edit** button, the School Bus Route Log page will display the selected route data information. From this page you can Add a Destination to this route, Add a Stop to this route, Modify an existing Destination on this route, Modify other route data, Delete a Stop, Delete this route, View Route Map or Return to the previous page.

Test Web Server

Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Student Transportation Allocation Reporting System

Aberdeen School District

School Bus Route Log - WS 2011-2012

Save Save And Return Return

Delete Route View Route Map

Aberdeen School District

Add Destination

District Bus No.: 104

District Route No.: 104E

Route Type: Basic Program

State Bus No.: 205852

State Route No.: S

Stevens Elementary

Code: 2971

Latitude: 46.966937

Longitude: -123.789634

Stop	Latitude	Longitude	Description	Students Assigned	Stop	Action
1	46.976200	-123.837120		✓	1	Delete Stop
2	46.973590	-123.830290		✓	2	Delete Stop
3	46.959240	-123.808820		✓	3	Delete Stop
4	46.953240	-123.813540		✓	4	Delete Stop
5	46.954870	-123.813720		✓	5	Delete Stop
6	46.958160	-123.813610		✓	6	Delete Stop
7	46.966170	-123.827830		✓	7	Delete Stop
8	46.964160	-123.813680		✓	8	Delete Stop
9	46.963500	-123.811690		✓	9	Delete Stop
10	46.964050	-123.811710		✓	10	Delete Stop
11	46.962210	-123.811790		✓	11	Delete Stop
12	46.961880	-123.811650		✓	12	Delete Stop
13	46.960650	-123.811960		✓	13	Delete Stop
14	46.958870	-123.811700		✓	14	Delete Stop
15	46.958820	-123.811650		✓	15	Delete Stop

Add Stop

- h) If you click the **Add Stop** button, the School Bus Route Log will display. A new consecutive stop number is added to the bottom of the list.

Test Web Server

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Logout

Student Transportation Allocation Reporting System

Aberdeen School District

School Bus Route Log - WS 2011-2012

Save Save And Return Return

Delete Route View Route Map

Aberdeen School District

Add Destination

District Bus No.: 12345

District Route No.: 12345

Route Type: Basic Program

State Bus No.: 12345

State Route No.: 12345

Stop	Latitude	Longitude	Description	Students Assigned	Students Assigned	Stop	Action
1	46.962882	-123.807598		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	Delete Stop
2	46.965144	-123.807598		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Delete Stop
3	46.966300	-123.811796		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Delete Stop
4	46.967807	-123.810397		<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	Delete Stop
5	46.968762	-123.807745		<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Delete Stop
6	46.968963	-123.805609		<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	Delete Stop
7	46.968913	-123.802516		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7	Delete Stop
8	46.968712	-123.797802		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	Delete Stop
9	0	0		<input type="checkbox"/>	<input type="checkbox"/>	9	Delete Stop

Add Stop

Save Save And Return Return

Delete Route View Route Map

- i) You can enter the Stop data; Latitude (required), Longitude (required), Description (optional) and click a Students Assigned box for a Destination or click the **Add Destination** button (required). Click the **Save** button to retain the entered data.

Test Web Server

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Logout

Student Transportation Allocation Reporting System

Aberdeen School District

School Bus Route Log - WS 2011-2012

Save Save And Return Return

Delete Route View Route Map

Aberdeen School District

Add Destination

District Bus No.: 12345

District Route No.: 12345

Route Type: Basic Program

State Bus No.: 12345

State Route No.: 12345

Stop	Latitude	Longitude	Description	Students Assigned	Students Assigned	Stop	Action
1	46.962882	-123.807598		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	Delete Stop
2	46.965144	-123.807598		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Delete Stop
3	46.966300	-123.811796		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Delete Stop
4	46.967807	-123.810397		<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	Delete Stop
5	46.968762	-123.807745		<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Delete Stop
6	46.968963	-123.805609		<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	Delete Stop
7	46.968913	-123.802516		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7	Delete Stop
8	46.968712	-123.797802		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	Delete Stop
9	46.968710	-123.803690	test new stop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9	Delete Stop

Add Stop

Save Save And Return Return

Delete Route View Route Map

- j) If you click the **Add Destination** button, a pop-up box with a list of Destinations will appear. Select a Destination and click the **OK** button, the selected Destination will be added. Or, if you decide not to add a Destination, click the **Cancel** button and the pop-up box will disappear.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. A pop-up box titled 'Select a Destination' is open, displaying a list of destinations with columns for Type, Code, Destination Name, Lat, and Long. The destinations include District Office, Nazavine Elem./Jr./Sr. H.S., Creation Elem./Jr./Sr. H.S., Glenwood Elem./Secondary, Prosser High School Transfer, Louis Braille, Henderson Bay Alt. H.S., Smokiam Alternative H.S., and Edmonds Community College. The 'OK' button is highlighted.

- k) If you Add a Destination, click the Students Assigned checkbox for the associated bus stop for that destination on the route. Click the **Save** button to retain the data.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. The 'Add Destination' button is highlighted. Below the button, there are three columns for destinations: Miller Jr. H.S., Stevens Elementary, and Glenwood Elem./Secondary. Each column has a table with columns for Stop, Latitude, Longitude, Description, and Students Assigned. The 'Students Assigned' checkbox is checked for the first stop in the Miller Jr. H.S. column.

- l) You can change the order of the Bus Stops by using the arrows alongside of the bus stop number. Using the up-arrow, Bus Stop number 9 (test new stop) is now Bus Stop number 7.

Test Web Server

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Logout

Student Transportation Allocation Reporting System

Aberdeen School District

School Bus Route Log -WS 2011-2012

Save Save And Return Return

Delete Route View Route Map

Aberdeen School District

Add Destination

District Bus No.: 12345

District Route No.: 12345

Route Type: Basic Program

State Bus No.: 12345

State Route No.: 12345

Stop	Latitude	Longitude	Description	Students Assigned	Students Assigned	Students Assigned	Stop	Action
1	46.962882	-123.807598		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Delete Stop
2	46.965144	-123.807598		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Delete Stop
3	46.966300	-123.811796		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Delete Stop
4	46.967807	-123.810397		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Delete Stop
5	46.968762	-123.807745		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Delete Stop
6	46.968963	-123.805609		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	Delete Stop
7	46.968710	-123.805690	test new stop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	Delete Stop
8	46.968913	-123.802516		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	Delete Stop
9	46.968712	-123.797802		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9	Delete Stop

Add Stop

Save Save And Return Return

Delete Route View Route Map

- m) To Delete a Bus Stop, you can click on the **Delete Stop** button. In this example, the newly added bus stop (test new stop) has been deleted.

Test Web Server

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Logout

Student Transportation Allocation Reporting System

Aberdeen School District

School Bus Route Log -WS 2011-2012

Save Save And Return Return

Delete Route View Route Map

Aberdeen School District

Add Destination

District Bus No.: 12345

District Route No.: 12345

Route Type: Basic Program

State Bus No.: 12345

State Route No.: 12345

Stop	Latitude	Longitude	Description	Students Assigned	Students Assigned	Students Assigned	Stop	Action
1	46.962882	-123.807598		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Delete Stop
2	46.965144	-123.807598		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Delete Stop
3	46.966300	-123.811796		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Delete Stop
4	46.967807	-123.810397		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Delete Stop
5	46.968762	-123.807745		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Delete Stop
6	46.968963	-123.805609		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6	Delete Stop
7	46.968913	-123.802516		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7	Delete Stop
8	46.968712	-123.797802		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	Delete Stop

Add Stop

Save Save And Return Return

Delete Route View Route Map

- n) You can delete the displayed route by clicking the **Delete Route** button.



A Confirm Delete Route dialog box will appear. "Do you wish to delete this route?" This action is permanent and cannot be undone." If you click **OK** the route will be deleted. If you click **Cancel** the route will remain unchanged and not be deleted.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. A 'Confirm Delete Route' dialog box is open, asking 'Do you wish to delete this route? The action is permanent and cannot be undone.' with 'OK' and 'Cancel' buttons. The background shows the 'School Bus Route Log - WS 2011-2012' page. The page includes fields for 'District Bus No.', 'District Route No.', 'Route Type', 'State Bus No.', and 'State Route No.'. Below these fields is a table with columns: Stop, Latitude, Longitude, Description, Students Assigned, and Action. The table contains 8 rows of data for stops 1 through 8.

Stop	Latitude	Longitude	Description	Students Assigned	Action
1	46.962882	-123.807598		✓	Delete Stop
2	46.965144	-123.807598		✓	Delete Stop
3	46.966300	-123.811796		✓	Delete Stop
4	46.967807	-123.810397		✓	Delete Stop
5	46.968762	-123.807745		✓	Delete Stop
6	46.968963	-123.805609		✓	Delete Stop
7	46.968913	-123.802516		✓	Delete Stop
8	46.968712	-123.797802		✓	Delete Stop

- o) If you click the **Create Route(Form)** button, a new page will display and allow you to enter route data.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. The page is titled 'School Bus Route Log - New Working Route 2011-2012'. It includes fields for 'District Bus No.', 'District Route No.', 'Route Type', 'State Bus No.', and 'State Route No.'. Below these fields is a table with columns: Stop, Latitude, Longitude, Description, Stop, and Action. The table contains 1 row of data for stop 1.

Stop	Latitude	Longitude	Description	Stop	Action
1	0	0		1	Delete Stop

- p) If you do not enter the required route data, then when you click the **Save** button or **Save and Return** button, red errors messages will appear describing which fields failed validation.

#### 4. District Data | Status - District Route (SD Users)

- a) When you are ready to have the RTC begin reviewing your Route Data, click the **Status** tab in the secondary navigation bar. Then select the current Reporting Period and Select a Status of **District Route – In Process at District** and click the **Search** button.

Action	School	Status	Last Updated	Updated By
<a href="#">View</a>	Aberdeen	District Route - Ready for RTC Review		
<a href="#">Edit</a>	Aberdeen	District Route - Under Review by RTC	May 25, 2011	Georgia Kahler
<a href="#">Edit</a>	Aberdeen	District Route - Ready for OSPI Review	May 25, 2011	Georgia Kahler
<a href="#">Edit</a>	Aberdeen	District Route - Under Review by OSPI	May 24, 2011	System Updated
<a href="#">Edit</a>	Aberdeen	District Route - Accepted by OSPI	May 24, 2011	System Updated
<a href="#">Edit</a>	Aberdeen	Student / Car Mileage - In Process at District	May 24, 2011	System Updated
<a href="#">Edit</a>	Aberdeen	Student / Car Mileage - Ready for RTC Review	May 24, 2011	System Updated
<a href="#">Edit</a>	Aberdeen	Student / Car Mileage - Under Review by RTC	May 24, 2011	System Updated
<a href="#">Edit</a>	Aberdeen	Student / Car Mileage - Accepted by RTC		

b) Click on the **Edit** button.

**Test Web Server** **eds** Home Help Feedback

Main Import Data **District Data** Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage **Status** Non Funding Data

Logout > Aberdeen School District

**Student Transportation Allocation Reporting System**

**Status** [Print Friendly](#)

School Year: 2011-2012  
 School District: Aberdeen School District  
 Reporting Period: Fall  
 Status: District Route - In Process at District  
[Search](#)

To review the status history click 'View' or to update the status click 'Edit'.

Action	School District	Period	Type	Status	Last Updated	Updated By
<a href="#">Edit</a>	Aberdeen	Fall	District Route	In Process at District	May 25, 2011	Georgia Kahler

c) To update the status, select **Ready for RTC Review** from the status dropdown and click the **Update** button. After the status is updated, a new row will display with this updated information. Click the **Return** button to navigate back to the previous page.

**Note:** You will not have edit capability to the route data when it is in a status of **Under Review by RTC**, **Under Review by OSPI**, or historic data already **Approved by OSPI**. You can change the status back to **In Process at District** only when the status is **Ready for RTC Review**.

**Test Web Server** **eds** Home Help Feedback

Main Import Data **District Data** Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage **Status** Non Funding Data

Logout > Aberdeen School District

**Student Transportation Allocation Reporting System**

Update Status Fall 2011-2012 [Print Friendly](#)

Aberdeen  
 District Route

To update the status, select the status and then click 'Update'.

Status: [\[Select a Status\]](#)  
 Comment: [\[Select a Status\]](#)  
 Ready for RTC Review  
[Update](#)

Status	Comment	Last Updated	Updated By
Accepted by OSPI	Accepted by OSPI	May 25, 2011	Mary Perrin
Ready for OSPI Review	Performance Test	May 25, 2011	Georgia Kahler
Under Review by RTC	Performance Test	May 25, 2011	Georgia Kahler
In Process at District		May 25, 2011	Kimberly Hayward
Ready for RTC Review	Performance test	May 25, 2011	Kimberly Hayward
In Process at District	In Process at District	May 24, 2011	System Updated

[Return](#)

## 5. District Data | Status - District Route (RTC Users)

- a) When you are ready to review the Route Data, you will update the status to **Under Review by RTC**. This will lock the data so the school district user cannot make changes. Click the **Status** tab in the secondary navigation bar. Then select the current Reporting Period, School District and Select a Status of **District Route – Ready for RTC Review** and click the **Search** button.

**Note:** If you do not select a School District then the list will display all School Districts with the selected status.

- b) Click the **Edit** button, and the Update Status page displays. Select **Under Review by RTC** and click the **Update** button. The screen displays a separate row to show each prior status, the date the status was changed, and the name of the user who made the change.

The screenshot shows the 'Test Web Server' interface for the 'Student Transportation Allocation Reporting System'. The 'Status' tab is selected in the secondary navigation bar. The 'Status' section displays filters for School Year (2011-2012), Region (Select a Region), School District (Aberdeen School District), Reporting Period (Fall), and Status (District Route - Ready for RTC Review). A 'Search' button is present. Below the filters, a table shows the current status: 'Ready for RTC Review' for 'Aberdeen' School District, 'Fall' Period, 'District Route' Type, updated on 'May 31, 2011' by 'STARSDistrict'. An 'Edit' button is visible next to the table row.

The screenshot shows the 'Update Status' page for 'Fall 2011-2012' for 'Aberdeen' School District. The 'District Route' section displays a form to update the status. The 'Status' dropdown is set to 'Under Review by RTC'. The 'Comment' field is empty. An 'Update' button is present. Below the form, a table shows the history of status changes:

Status	Comment	Last Updated	Updated By
Under Review by RTC		May 31, 2011	STARSDistrict
Ready for RTC Review		May 31, 2011	STARSDistrict
Accepted by OSPI	Accepted by OSPI	May 25, 2011	Mary Perin
Ready for OSPI Review	Performance Test	May 25, 2011	Georgia Kahler
Under Review by RTC	Performance Test	May 25, 2011	Georgia Kahler
In Process at District		May 25, 2011	Kimberly Hayward
Ready for RTC Review	Performance test	May 25, 2011	Kimberly Hayward
In Process at District	In Process at District	May 24, 2011	System Updated

A 'Return' button is located at the bottom left of the table.

- c) After you have reviewed the Route Data and verified it is accurate, you are ready to update the status. Click the **Update Status** tab in the secondary navigation bar. Then select the current Reporting Period, School District and Select a Status of **District Route – Under Review by RTC** and click the **Search** button. Click the **Edit** button and the **Update Status** page will be displayed.

Test Web Server

eds

Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Logout

Student Transportation Allocation Reporting System

Educational Service District 113

Print Friendly

Status

School Year: 2011-2012

Region: [Select a Region]

School District: Aberdeen School District

Reporting Period: Fall

Status: District Route - Under Review by RTC

Search

To review the status history click 'View' or to update the status click 'Edit'.

Action	School District	Period	Type	Status	Last Updated	Updated By
Edit	Aberdeen	Fall	District Route	Under Review by RTC	May 31, 2011	STARSED

- d) To update the status, select **Ready for OSPI Review** in the status dropdown and click the Update button. After the status is updated, a new row will display with this updated information. Click the **Return** button to navigate back to the previous page.

**Note:** You can send the Route Data back to the district if changes are needed. To do so, select **In Process at District** in the status dropdown.

Test Web Server

eds

Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Logout

Student Transportation Allocation Reporting System

Educational Service District 113

Print Friendly

Update Status Fall 2011-2012

Aberdeen

District Route

To update the status, select the status and then click 'Update'.

Status: [Select a Status]

Comment: [Select a Status]

Ready for OSPI Review

Update

Status	Comment	Last Updated	Updated By
Under Review by RTC		May 31, 2011	STARSED
Ready for OSPI Review		May 31, 2011	STARSED
Under Review by RTC		May 31, 2011	STARSED
Ready for RTC Review		May 31, 2011	STARSDistrict
Accepted by OSPI	Accepted by OSPI	May 25, 2011	Mary Perin
Ready for OSPI Review	Performance Test	May 25, 2011	Georgia Kahler
Under Review by RTC	Performance Test	May 25, 2011	Georgia Kahler
In Process at District		May 25, 2011	Kimberly Hayward
Ready for RTC Review	Performance test	May 25, 2011	Kimberly Hayward
In Process at District	In Process at District	May 24, 2011	System Updated

Return

## 6. District Data | Status - District Route (OSPI Users)

- a) When you are ready to review the Route Data, you will update the status to **Under Review by OSPI**. This will lock the data so the school district and RTC users cannot make changes. Click the **Status** tab in the secondary navigation bar. Then select the current Reporting Period, School District and Select a Status of **District Route – Ready for OSPI Review** and click the **Search** button. Click the **Edit** button and the Update Status page will be displayed.
- Note:** If you do not select a School District then the list will display all School Districts with the selected status.

Action	School District	Period	Type	Status	Last Updated	Updated By
<a href="#">Edit</a>	Aberdeen	Fall	District Route	Ready for OSPI Review	May 31, 2011	STARSED

- b) To update the status, select **Under Review by OSPI** in the status dropdown and click the Update button. After the status is updated, a new row will display with this updated information. Click the **Return** button to navigate back to the previous page.

**Note:** You can send the extension back to the School District or RTC if changes are needed. To do so, select one of the other options in the status dropdown; **In Process at District**, **Ready for RTC Review**, or **Under Review by RTC**.

Status	Last Updated	Updated By
Ready for OSPI Review	May 31, 2011	STARSED
Under Review by RTC	May 31, 2011	STARSED
Ready for OSPI Review	May 31, 2011	STARSED
Under Review by RTC	May 31, 2011	STARSED
Ready for RTC Review	May 31, 2011	STARSDistrict
Accepted by OSPI	May 25, 2011	Mary Perin
Ready for OSPI Review	May 25, 2011	Georgia Kahler
Under Review by RTC	May 25, 2011	Georgia Kahler
In Process at District	May 25, 2011	Kimberly Hayward
Ready for RTC Review	May 25, 2011	Kimberly Hayward
In Process at District	May 24, 2011	System Updated

## 7. District Data | Manage Routes (SD Users)

a) Select the **Manage Routes** tab under the District Data tab to delete one or more routes from your working set of routes. Sort routes by District Route, State Route, District Bus, State Bus, or Type by clicking on the column name in the grid within the window.

**Student Transportation Allocation Reporting System**

**Manage Routes**

School Year: 2013-2014  
School District: Aberdeen School District  
Reporting Period: [Select a Period]  
Route Action: Delete Working Set Routes

Search

Delete Selected Routes

School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
Aberdeen	WS	153S	26	153	207660	S	May 06, 2014	Rodney McKnight
Aberdeen	WS	151E	25	151	205214	E	May 06, 2014	Rodney McKnight
Aberdeen	WS	151S	24	151	205214	S	May 06, 2014	Rodney McKnight
Aberdeen	WS	149SE	23	149	21359	E	May 06, 2014	Rodney McKnight
Aberdeen	WS	147E	22	147	19912	E	May 06, 2014	Rodney McKnight
Aberdeen	WS	147S	21	147	19912	S	May 06, 2014	Rodney McKnight
Aberdeen	WS	154E	20	154	207661	E	May 06, 2014	Rodney McKnight
Aberdeen	WS	154S	19	154	207661	S	May 06, 2014	Rodney McKnight
Aberdeen	WS	153H	18	153	207660	H	May 06, 2014	Rodney McKnight
Aberdeen	WS	120E	17	120	206239	A	May 06, 2014	Rodney McKnight
Aberdeen	WS	120S	16	120	206239	A	May 06, 2014	Rodney McKnight
Aberdeen	WS	119E	15	119	206237	A	May 06, 2014	Rodney McKnight
Aberdeen	WS	119S	14	119	206237	A	May 06, 2014	Rodney McKnight
Aberdeen	WS	117E	13	117	205324	A	May 06, 2014	Rodney McKnight
Aberdeen	WS	117S	12	117	205324	A	May 06, 2014	Rodney McKnight
Aberdeen	WS	116E	11	116	204216	A	May 06, 2014	Rodney McKnight

Delete Selected Routes

b) To delete one or more routes from the working set, click on the **checkbox** next to the route and choose the **Delete Selected Routes** button.

**Student Transportation Allocation Reporting System**

**Manage Routes**

School Year: 2013-2014  
School District: Aberdeen School District  
Reporting Period: [Select a Period]  
Route Action: Delete Working Set Routes

Search

Delete Selected Routes

School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By	
<input checked="" type="checkbox"/>	Aberdeen	WS	153S	26	153	207660	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	151E	25	151	205214	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	151S	24	151	205214	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	149SE	23	149	21359	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	147E	22	147	19912	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	147S	21	147	19912	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	154E	20	154	207661	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	154S	19	154	207661	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	153H	18	153	207660	H	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	120E	17	120	206239	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	120S	16	120	206239	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	119E	15	119	206237	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	119S	14	119	206237	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	117E	13	117	205324	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	117S	12	117	205324	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	116E	11	116	204216	A	May 06, 2014	Rodney McKnight

Delete Selected Routes

- c) Once the Delete Selected Routes button is selected, you will be prompted to confirm deletion of the selected route(s) with the **Confirm Delete** window. From the Confirm Delete window, click **OK** to verify you want to delete the selected route(s) from the working set. Once the **OK** button is selected, the selected route(s) from the working set will be deleted.

**Note:** Once you confirm deletion of a route or multiple routes from the working set these routes cannot be restored to the working set unless they are uploaded again into the STARS system.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. The 'Manage Routes' tab is active. A 'Confirm Delete' dialog box is open, asking 'This will delete all the 1 working set routes you have selected. Are you sure you want to delete these routes?'. The dialog has 'OK' and 'Close' buttons. In the background, the 'Manage Routes' form shows fields for School Year (2013-2014), School District (Aberdeen School District), Reporting Period ([Select a Period]), and Route Action (Delete Working Set Routes). Below the form is a table with columns: School District, Period, District Route, State Route, District Bus, State Bus, Type, Last Updated, and Upd.

	School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Upd
<input checked="" type="checkbox"/>	Aberdeen	WS	153S	26	153	207660	S	May 06, 2014	Rod
<input type="checkbox"/>	Aberdeen	WS	151E	25	151	205214	E	May 06, 2014	Rod
<input type="checkbox"/>	Aberdeen	WS	151S	24	151	205214	S	May 06, 2014	Rod

## 8. District Data | Manage Routes (RTC & OSPI Users)

- a) The **Manage Routes** tab allows both the RTC and OSPI user to delete working set routes for districts and also copy routes from a previously approved reporting period into the working set of routes for a school district.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. The 'Manage Routes' tab is active. The form includes fields for School Year (2013-2014), Region ([Select a Region]), School District (Aberdeen School District), Reporting Period ([Select a Period]), and Route Action ([Select a Route Action]). A dropdown menu is open for the Route Action field, showing options: [Select a Route Action], Delete Working Set Routes, and Copy Accepted Route to Working Set.



b) To delete one or more working set routes for a district, first select the **school district** under the School District drop-down menu, then select **Delete Working Set Routes** under the Route Action drop-down menu and click on the Search button.

c) To find one or more routes that need to be deleted you can sort routes by District Route, State Route, District Bus, State Bus, or Type by clicking on the column name in the grid within the window. To delete one or more routes from the working set, click on the **checkbox** next to the route and choose the **Delete Selected Routes** button.

d) Once the Delete Selected Routes button is selected, you will be prompted to confirm deletion of the selected route(s) with the **Confirm Delete** window. From the Confirm Delete window, click **OK** to verify you want to delete the selected route(s) from the working set. Once the **OK** button is selected, the selected route(s) from the working set will be deleted.

**Student Transportation Allocation Reporting System**

**Manage Routes**

School Year: 2013-2014

Region: [Select a Region]

School District: Aberdeen School District

Reporting Period: [Select a Period]

Route Action: Delete Working Set Routes

Search

**Student Transportation Allocation Reporting System**

**Manage Routes**

School Year: 2013-2014

School District: Aberdeen School District

Reporting Period: [Select a Period]

Route Action: Delete Working Set Routes

Search

Delete Selected Routes

Select All	School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
<input checked="" type="checkbox"/>	Aberdeen	WS	153S	26	153	207660	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	151E	25	151	205214	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	151S	24	151	205214	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	149SE	23	149	21359	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	147E	22	147	19912	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	147S	21	147	19912	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	154E	20	154	207661	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	154S	19	154	207661	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	153H	18	153	207660	H	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	120E	17	120	206239	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	120S	16	120	206239	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	119E	15	119	206237	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	119S	14	119	206237	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	117E	13	117	205324	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	117S	12	117	205324	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	116E	11	116	204216	A	May 06, 2014	Rodney McKnight

Delete Selected Routes

**Note:** Once you confirm deletion of a route or multiple routes from the working set these routes cannot be restored to the working set unless they are uploaded again into the STARS system by you or the district.

- e) To copy one or more approved routes into the current working set for a school district, first select the **school district** from the School District drop-down menu and select **Copy Accepted Route to Working Set** from the Route Action Drop-down menu and select the Search button.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. The 'Manage Routes' section is active. A 'Confirm Delete' dialog box is displayed, asking for confirmation to delete the selected routes. The dialog box contains the text: 'This will delete all the 1 working set routes you have selected. Are you sure you want to delete these routes?' with 'OK' and 'Close' buttons.

School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
<input checked="" type="checkbox"/> Aberdeen	WS	153S	26	153	207660	S	May 06, 2014	Rod
<input type="checkbox"/> Aberdeen	WS	151E	25	151	205214	E	May 06, 2014	Rod
<input type="checkbox"/> Aberdeen	WS	151S	24	151	205214	S	May 06, 2014	Rod

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. The 'Manage Routes' section is active. The 'Route Action' dropdown menu is set to 'Copy Accepted Route to Working Set'. The 'Search' button is visible.

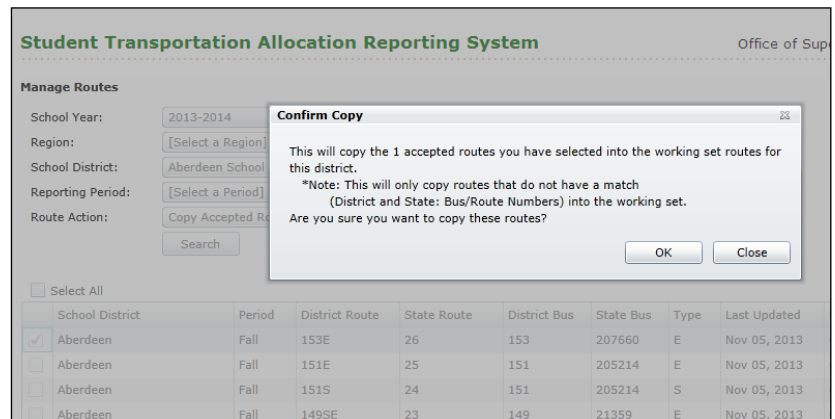
School Year: 2013-2014  
 Region: [Select a Region]  
 School District: Aberdeen School District  
 Reporting Period: [Select a Period]  
 Route Action: Copy Accepted Route to Working Set  
 Search

- f) Once the search completes, all approved routes from the currently selected school year will be displayed in the grid on the page.

Copy to Working Set									
<input type="checkbox"/> Select All	School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
<input checked="" type="checkbox"/>	Aberdeen	Fall	153E	26	153	207660	E	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	151E	25	151	205214	E	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	151S	24	151	205214	S	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	149SE	23	149	21359	E	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	147E	22	147	19912	E	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	147S	21	147	19912	S	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	154E	20	154	207661	E	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	154S	19	154	207661	S	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	153H	18	153	207660	H	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	120E	17	120	206239	A	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	120S	16	120	206239	A	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	119E	15	119	206237	A	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	119S	14	119	206237	A	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	117E	13	117	205324	A	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	117S	12	117	205324	A	Nov 05, 2013	Cathy Walker
<input checked="" type="checkbox"/>	Aberdeen	Fall	116E	11	116	204216	A	Nov 05, 2013	Cathy Walker
Copy to Working Set									

- g) Search for the routes that need to be copied into the Working Set by sorting the list of approved routes by clicking on the Period, District Routes, State Routes, District Bus, State Bus, or Type column headings to sort the routes by these fields. To select the routes that need to be copied into the current working set for a district, click on the checkbox next to the route and choose the **Copy to Working Set** button. Once the Copy to Working Set button is selected, a **Confirm Copy** window will display, asking you to confirm the copying of the selected routes into the Working Set, click **OK** to complete the copying of the selected route(s) into the current working set.

**Note:** This action will only copy routes that do not have a match (District and State: Bus/Route Numbers) into the working set.



## 9. District Data | SD Settings

- a) Click the **SD Settings** tab in the secondary navigation bar. This page will allow you to manage your school district settings. District settings are annual data and are therefore only editable during the Fall reporting period. Click the **Edit** button to navigate to the **Update District Settings** page.

The screenshot shows the 'District Settings' page for the Aberdeen School District. The page has a green header with 'Test Web Server' and 'eDS' logo. A navigation bar includes 'Main', 'Import Data', 'District Data', 'Mapping', 'Efficiency', 'Reports', and 'Info Center'. Below this, a sub-navigation bar highlights 'Route Data', 'SD Settings', 'Student Data', 'Car Mileage', 'Status', and 'Non Funding Data'. The main content area is titled 'Student Transportation Allocation Reporting System' and 'Aberdeen School District'. It features a 'District Settings' section with dropdowns for 'School Year' (2011-2012) and 'School District' (Aberdeen School District), and a 'Search' button. Below this is a table with columns: 'Action', 'School District', 'Kindergarten Routes', 'Provides HS Transportation', 'Last Updated', and 'Updated By'. The table contains one row for 'Aberdeen' with 18 Kindergarten Routes and 'Yes' for HS Transportation. An 'Edit' button is next to the 'Aberdeen' row. A footer bar shows the URL 'https://eds.net.asp.k12.wa.us/districts/STARS.asp?#DistrictData/SDSettings' and a 'Trusted sites' status.

- b) You are required to enter a numeric value for the Number of Kindergarten Routes in your school district. Then click the **Save** button to save the data and remain on this page. Or, click the **Save and Return** button to save the data and navigate back to the previous page. If you click the **Return** button without first clicking the **Save** or **Save and Return** button, the data will not be saved and the previous page will be displayed.

The screenshot shows the 'Update District Settings' page for the Aberdeen School District. The page has a green header with 'Test Web Server' and 'eDS' logo. A navigation bar includes 'Main', 'Import Data', 'District Data', 'Mapping', 'Efficiency', 'Reports', and 'Info Center'. Below this, a sub-navigation bar highlights 'Route Data', 'SD Settings', 'Student Data', 'Car Mileage', 'Status', and 'Non Funding Data'. The main content area is titled 'Student Transportation Allocation Reporting System' and 'Aberdeen School District'. It features an 'Update District Settings' section with a dropdown for 'Aberdeen' and a 'District Settings' section with a 'Number of Kindergarten Routes' input field set to 18. Below this are three buttons: 'Save', 'Save & Return', and 'Return'. A footer bar shows the URL 'https://eds.net.asp.k12.wa.us/districts/STARS.asp?#DistrictData/SDSettings' and a 'Trusted sites' status.

- c) If your school district is one without a high school, then this is the **Update District Settings** page that will be displayed. You are required to enter a numeric value for the Number of Kindergarten Routes in your school district and click either the **Yes** or **No** radio button depending on if your school district provides high school transportation. Then click the **Save** button to save the data and remain on this page. Or, click the **Save and Return** button to save the data and navigate back to the previous page. If you click the **Return** button without first clicking the **Save** or **Save and Return** button, the data will not be saved and the previous page will be displayed.

The screenshot displays the 'Test Web Server' interface for the 'Student Transportation Allocation Reporting System'. The top navigation bar includes links for Main, Import Data, District Data, Mapping, Efficiency, Reports, Administration, and Info Center. Below this, a secondary bar lists Route Data, SD Settings, Student Data, Car Mileage, Status, and Non Funding Data. The main content area is titled 'Update District Settings' and shows the district name 'Conway'. It features a form with a 'Number of Kindergarten Routes' input field set to '0' and a radio button selection for 'School district provides high school transportation' with 'Yes' selected. At the bottom of the form are three buttons: 'Save', 'Save & Return', and 'Return'. The page also includes a 'Logout' link, a 'Print Friendly' icon, and a status bar at the bottom indicating 'Trusted sites' and '100%' zoom.

## 10. District Data | Student Data

a) Click the **Student Data** tab in the secondary navigation bar. This page allows you to manage the student data. Student data consists of headcount for various student categories such as Basic Education, Special Education, etc. This data is reported by school districts each Reporting Period. Select a Reporting Period and click the **Search** button. If the **Status** is **In Process at District**, an **Edit** button will appear, else a **View** button will appear. Click on the button to navigate to the **Student Data** page.

The screenshot shows the 'Student Data' page in the 'Student Transportation Allocation Reporting System'. The page has a green header with 'Test Web Server' and 'eDS' logo. A navigation bar includes 'Main', 'Import Data', 'District Data', 'Mapping', 'Efficiency', 'Reports', and 'Info Center'. Below this, a sub-navigation bar has 'Route Data', 'SD Settings', 'Student Data', 'Car Mileage', 'Status', and 'Non Funding Data'. The 'Student Data' tab is active. The page title is 'Student Transportation Allocation Reporting System' and the user is 'Aberdeen School District'. There are links for 'Logout' and 'Print Friendly'. The 'Student Data' section has dropdowns for 'School Year' (2011-2012), 'School District' (Aberdeen School District), and 'Reporting Period' (Select a Period). A 'Search' button is below. A message says 'To review student data, click "View" or to update student data, click "Edit".' Below is a table with columns: Action, School District, Period, Basic Count, Special Count, Last Updated, and Updated By. The table has one row for 'Aberdeen' in 'Fall' with 'Basic Count' 210 and 'Special Count' 36. The 'Last Updated' is 'May 25, 2011' and 'Updated By' is 'Kimberly Hayward'. There is an 'Edit' button in the 'Action' column.

b) In the **Edit** mode, the **Update Student Data** page requires you to enter a zero or a numeric value for Basic Student counts and Special Student counts. The **Total** will be calculated and is not an enterable field. Entering text in the **Comment** box is optional. Click the **Save** button to save the data and remain on this page. Click the **Save and Return** button to save the data and return to the previous page. If you click the **Return** button without clicking the **Save** or **Save and Return** button first, the

The screenshot shows the 'Update Student Data - Fall 2011-2012' page. The page has a green header with 'Test Web Server' and 'eDS' logo. A navigation bar includes 'Main', 'Import Data', 'District Data', 'Mapping', 'Efficiency', 'Reports', and 'Info Center'. Below this, a sub-navigation bar has 'Route Data', 'SD Settings', 'Student Data', 'Car Mileage', 'Status', and 'Non Funding Data'. The 'Student Data' tab is active. The page title is 'Update Student Data - Fall 2011-2012' and the user is 'Aberdeen School District'. There is a 'Print Friendly' link. The 'Basic Program Students' section has input fields for 'On School Buses' (200), 'minus Bused - In Walk Areas' (5), and 'plus On Transit Buses' (15). The 'Total' is 210. The 'Special Program Students' section has input fields for 'Special Education' (17), 'Early Education' (3), 'Bilingual' (1), 'Gifted' (4), and 'Homeless' (11). The 'Total' is 36. There is a 'Comment' box with a dropdown menu showing 'Year Rollover Default Value' and 'Performance Test'. At the bottom are buttons for 'Save', 'Save & Return', and 'Return'.

data will not be saved  
and you will navigate to  
the previous page.

## 11. District Data | Car Mileage

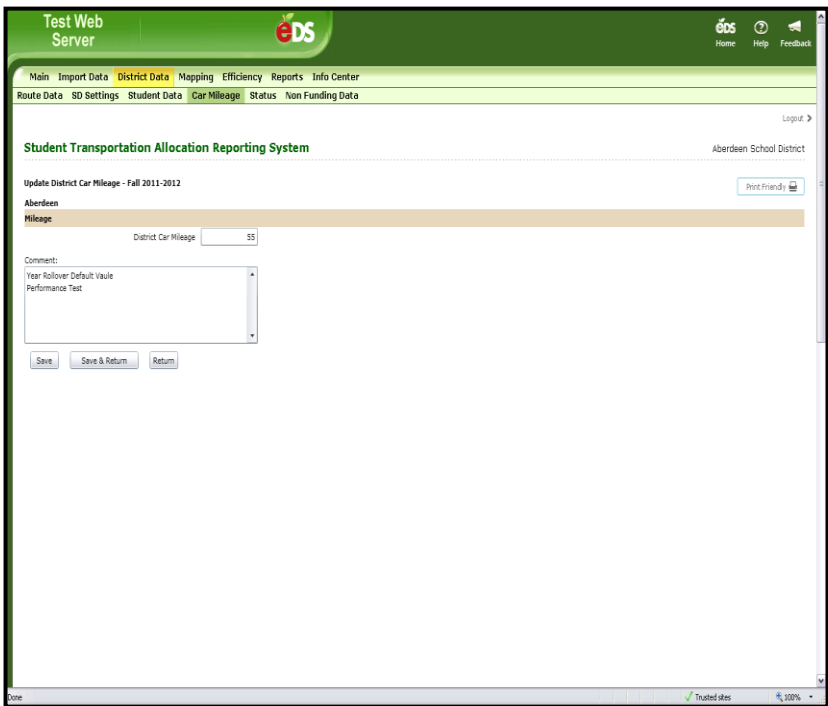
- a) Click the **Car Mileage** tab in the secondary navigation bar. This page allows you to manage the School District Car Mileage. District Car Mileage data is the total mileage for all district cars used in home to school transportation and is the estimated average for the year and must be entered each Reporting Period. Select a Reporting Period and click the **Search** button. If the **Status** is **In Process at District**, an **Edit** button will appear, else a **View** button will appear. Click on the button to navigate to the **District Car Mileage** page.

The screenshot shows the 'Test Web Server' interface for the 'eds' (Student Transportation Allocation Reporting System). The navigation bar includes 'Main', 'Import Data', 'District Data', 'Mapping', 'Efficiency', 'Reports', and 'Info Center'. The 'District Data' tab is selected, and the 'Car Mileage' sub-tab is active. The page title is 'Student Transportation Allocation Reporting System' for 'Aberdeen School District'. The 'District Car Mileage' section has dropdowns for 'School Year' (2011-2012), 'School District' (Aberdeen School District), and 'Reporting Period' (Select a Period). A 'Search' button is present. Below, a table shows the current data: 'Aberdeen' for the 'Fall' period with a 'Mileage' of '55'. The 'Last Updated' date is 'May 25, 2011' by 'Kimberly Hayward'. An 'Edit' button is visible next to the 'Aberdeen' entry. A status message at the bottom indicates 'Done' and 'Trusted user'.

Action	School District	Period	Mileage	Last Updated	Updated By
<a href="#">Edit</a>	Aberdeen	Fall	55	May 25, 2011	Kimberly Hayward

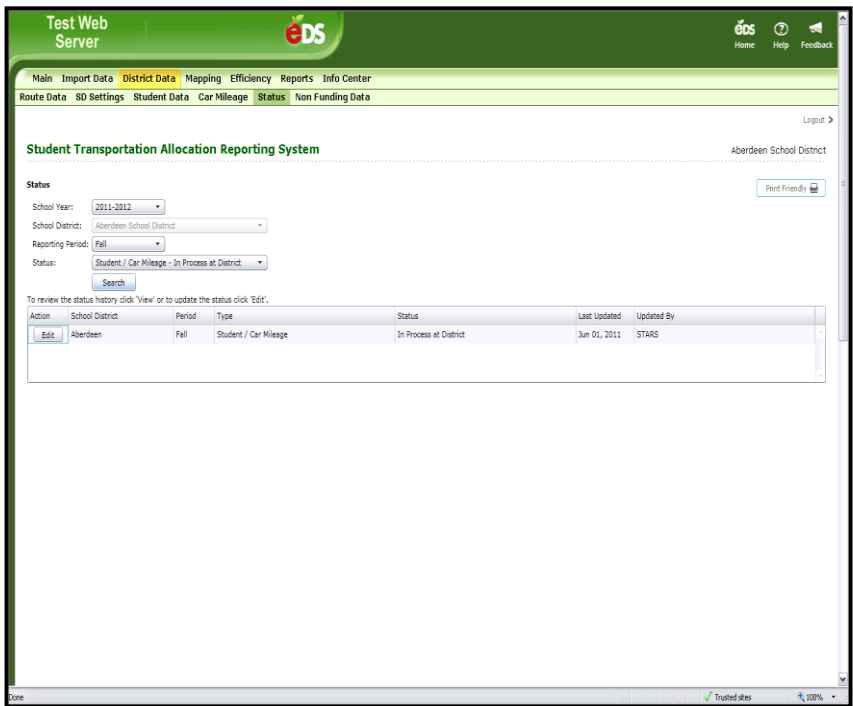
- b) In the **Edit** mode, the **Update District Car Mileage** page requires you to enter a **zero or a numeric value** for the District Car Mileage. Entering text in the Comment box is optional. Click the **Save** button to

save the data and remain on this page. Click the **Save and Return** button to save the data and return to the previous page. If you click the **Return** button without clicking the **Save** or **Save and Return** button first, the data will not be saved and you will navigate to the previous page.



## 12. District Data | Status - Student/Car Mileage (SD Users)

- a) When you are ready to have the RTC begin reviewing your Route Data, click the **Status** tab in the secondary navigation bar. Then select the current Reporting Period and Select a Status of **Student/Car Mileage – In Process at District** and click the **Search** button. Click the **Edit** button.





- b) The Update Status page displays. Select **Ready for RTC Review** in the Status dropdown list and click the **Update** button. The screen displays a separate row to show each prior status, the date the status was changed, and the name of the user who made the change. Click the **Return** button to navigate back to the previous page.

**Test Web Server** **eds** Home Help Feedback

Main Import Data **District Data** Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage **Status** Non Funding Data

Logout >

**Student Transportation Allocation Reporting System** Aberdeen School District

Update Status Fall 2011-2012 Print Friendly

**Student / Car Mileage**

To update the status, select the status and then click 'Update'.

Status: **[Select a Status]**

Comment: **[Select a Status]**

**Ready for RTC Review**

**Update**

Status	Comment	Last Updated	Updated By
In Process at District		Jun 02, 2011	STARSED
Under Review by RTC		Jun 02, 2011	STARSED
Ready for RTC Review		Jun 02, 2011	STARSDistrict
Accepted by RTC	Performance Test	May 25, 2011	Georgia Kahler
Under Review by RTC	Performance Test	May 25, 2011	Georgia Kahler
In Process at District		May 25, 2011	Kimberly Hayward
Ready for RTC Review	Performance Test	May 25, 2011	Kimberly Hayward
In Process at District	Year Rollover Default Value	May 24, 2011	System Updated

**Return**

### 13. District Data | Status - Student/Car Mileage (RTC Users)

- a) When you are ready to review the Student/Car Mileage Data, you will update the status to **Under Review by RTC**. This will lock the data so the school district user cannot make changes. Click the **Status** tab in the secondary navigation bar. Then select the current Reporting Period, School District and Select a Status of **Student/Car Mileage – Ready for RTC Review** and click the **Search** button.

**Note:** If you do not select a School District

**Test Web Server** **eds** Home Help Feedback

Main Import Data **District Data** Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage **Status** Non Funding Data

Logout >

**Student Transportation Allocation Reporting System** Educational Service District 113

**Status** Print Friendly

School Year: **2011-2012**

Region: **[Select a Region]**

School District: **Aberdeen School District**

Reporting Period: **Fall**

Status: **Student / Car Mileage - Under Review by RTC**

**Search**

To review the status history click 'View' or to update the status click 'Edit'.

Action	School District	Period	Type	Status	Last Updated	Updated By
<b>Edit</b>	Aberdeen	Fall	Student / Car Mileage	Under Review by RTC	Jun 02, 2011	STARSED

then the list will display all School Districts with the selected status.

- b) Click the **Edit** button, and the Update Status page displays. Select **Under Review by RTC** and click the **Update** button. The screen displays a separate row to show each prior status, the date the status was changed, and the name of the user who made the change.

- c) After you have reviewed the Student/Car Mileage and verified it is accurate, you are ready to update the status. Click the **Status** tab in the secondary navigation bar. Then select the current Reporting Period, School District and Select a Status of **Student/Car Mileage – Under Review by RTC** and click the **Search** button. Click the **Edit** button and the **Update Status** page will be displayed.

- d) To update the status, select **Accepted by RTC** in the status dropdown and click the **Update** button. After the status is updated, a new row will display with this updated information. Click the **Return** button

The screenshots show the 'Test Web Server' interface for the 'Student Transportation Allocation Reporting System'. The top navigation bar includes links for Main, Import Data, District Data, Mapping, Efficiency, Reports, and Info Center. The secondary navigation bar includes links for Route Data, SD Settings, Student Data, Car Mileage, Status, and Non Funding Data. The main content area displays the 'Update Status Fall 2011-2012' form for 'Aberdeen School District' and 'Educational Service District 113'. The form includes a 'Status' dropdown menu and a 'Comment' text area. Below the form is a table showing the status history for 'Student / Car Mileage'.

Status	Comment	Last Updated	Updated By
In Process at District		Jun 02, 2011	STARSED
Under Review by RTC		Jun 02, 2011	STARSED
Ready for RTC Review		Jun 02, 2011	STARSDistrict
Accepted by RTC	Performance Test	May 25, 2011	Georgia Kahler
Under Review by RTC	Performance Test	May 25, 2011	Georgia Kahler
In Process at District		May 25, 2011	Kimberly Hayward
Ready for RTC Review	Performance Test	May 25, 2011	Kimberly Hayward
In Process at District	Year Rollover Default Vaule	May 24, 2011	System Updated

to navigate back to the previous page.

**Note:** You can send the Student/Car Mileage Data back to the district if changes are needed. To do so, select **In Process at District** in the status dropdown and click the **Update** button.

## 14. District Data | Non-Funding Data (Homeless Transportation)

- a) This page allows you to manage non-funding data for Homeless Transportation. Non-funding data is for informational purposes only and is not used to compute the allocation. Non-funding data is annual summary data from the prior school year and is due in the Fall report period. Click the **Non-Funding Data** tab in the secondary navigation bar. Then select the category **Homeless Transportation** and click the **Search** button.

**Note:** If you do not select a category, then all three Non-Funding categories will be displayed on this page.

Test Web Server

eds Home Help Feedback

Main Import Data **District Data** Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status **Non Funding Data**

Logout >

**Student Transportation Allocation Reporting System** Aberdeen School District

Non-Funding Data [Print Friendly](#)

School Year: 2011-2012

School District: Aberdeen School District

Category: Homeless Transportation

[Search](#)

To review Non-Funding data, click 'View' or to update Non-Funding data, click 'Edit'.

Action	School District	Category	Last Updated	Updated By
<a href="#">Edit</a>	Aberdeen	Homeless Transportation	May 25, 2011	Kimberly Hayward

- b) Click the **Edit** button, and the **Update Homeless Transportation** page displays. It is required that you enter a numeric value for Homeless Student count, mileage and the cost. Click the **Save** button to update the data and remain on this page. Or, click the **Save and Return** button to save the data and navigate to the previous page. If you click the **Return** button **without clicking** the **Save** or **Save and Return** button, **then the data will not be saved and you will navigate to the previous page.**

The screenshot shows the 'Update Homeless Transportation' page. The header includes 'Test Web Server' and 'eds'. The navigation bar has tabs: Main, Import Data, District Data (selected), Mapping, Efficiency, Reports, Info Center. The secondary navigation bar has: Route Data, SD Settings, Student Data, Car Mileage, Status, Non Funding Data. The page title is 'Student Transportation Allocation Reporting System' for 'Aberdeen School District'. The 'Update Homeless Transportation' section has a 'Print Friendly' link. Below are input fields: Students (11), Mileage (211), and Cost (\$ 611.00). A 'Comment:' section has a dropdown menu with 'Year Rollover Default Value' and 'Performance test'. At the bottom are buttons: 'Save', 'Save & Return', and 'Return'.

## 15. District Data | Non-Funding Data (School Transportation Fuel)

- a) This page allows you to manage non-funding data for School Transportation Fuel. Non-funding data is for informational purposes only and is not used to compute the allocation. Non-funding data is annual summary data from the prior school year and is **due in the Fall report period**. Click the **Non-Funding Data** tab in the secondary navigation bar. Then select the category **School Transportation Fuel** and click the **Search** button.  
**Note:** If you do not select a category, then

The screenshot shows the 'Non-Funding Data' page. The header includes 'Test Web Server' and 'eds'. The navigation bar has tabs: Main, Import Data, District Data (selected), Mapping, Efficiency, Reports, Info Center. The secondary navigation bar has: Route Data, SD Settings, Student Data, Car Mileage, Status, Non Funding Data (selected). The page title is 'Student Transportation Allocation Reporting System' for 'Aberdeen School District'. The 'Non-Funding Data' section has a 'Print Friendly' link. Below are filters: School Year (2011-2012), School District (Aberdeen School District), and Category (School Transportation Fuel). There is a 'Search' button. Below is a table with columns: Action, School District, Category, Last Updated, and Updated By. The table shows one entry for 'Aberdeen' with 'School Transportation Fuel' category, last updated on 'May 25, 2011' by 'Kimberly Hayward'.

all three Non-Funding categories will be displayed on this page.

- c) Click the **Edit** button, and the **Update School Transportation Fuel** page displays. It is required that you enter a numeric value for Diesel Gallons Purchased and Total Cost, Gasoline Gallons Purchased and Total Cost, and any Other type of Gallons Purchased, Total Cost and Description. Zero may be entered. Comment text is optional. Click the **Save** button to update the data and remain on this page. Or, click the **Save and Return** button to save the data and navigate to the previous page. If you click the **Return** button **without clicking the Save or Save and Return button, then the data will not be saved and you will navigate to the previous page.**

The screenshot shows the 'Update School Transportation Fuel' page in the STAR web application. The page is for 'Aberdeen School District'. It has a green header with 'Test Web Server' and 'eDS' logo. The main navigation bar includes 'Main', 'Import Data', 'District Data', 'Mapping', 'Efficiency', 'Reports', and 'Info Center'. The sub-navigation bar includes 'Route Data', 'SD Settings', 'Student Data', 'Car Mileage', 'Status', and 'Non Funding Data'. The page title is 'Student Transportation Allocation Reporting System'. The 'Update School Transportation Fuel' section has a 'Print Friendly' button. The 'Aberdeen' section has input fields for 'Diesel' (Gallons Purchased: 1,200, Total Cost: \$ 4,250.00), 'Gasoline' (Gallons Purchased: 515, Total Cost: \$ 2,100.00), and 'Other' (Description: Bio-Diesel, Gallons Purchased: 25, Total Cost: \$ 120.00). There is a 'Comment' section with a text area containing 'Year Rollover Default Value' and 'Performance Test'. At the bottom are 'Save', 'Save & Return', and 'Return' buttons.

## 16. District Data | Non-Funding Data (School Bus Mileage)

a) This page allows you to manage non-funding data for School Bus Mileage. Non-funding data is for informational purposes only and is not used to compute the allocation. Non-funding data is annual summary data from the prior school year and is due in the Fall report period. Click the **Non-Funding Data** tab in the secondary navigation bar. Then select the category **School Bus Mileage** and click the **Search** button. **Note:** If you do not select a category, then all three Non-Funding categories will be displayed on this page.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. The 'Non-Funding Data' tab is selected in the secondary navigation bar. The 'School Year' is set to '2011-2012', 'School District' is 'Aberdeen School District', and 'Category' is 'School Bus Mileage'. The 'Search' button is clicked. Below the search criteria, a table displays the results:

Action	School District	Category	Last Updated	Updated By
<a href="#">Edit</a>	Aberdeen	School Bus Mileage	May 25, 2011	Kimberly Hayward

d) Click the **Edit** button, and the **Update School Bus Mileage** page displays. It is required that you enter a numeric value for School Bus Mileage counts of To/From school, Field Trip, Extracurricular, Inter-government, and Other. The Total will be calculated for you. Zero may be entered. The Comment text is optional. Click the **Save** button to update the data and remain on this page. Or, click the **Save and Return** button to save the data and

The screenshot shows the 'Update School Bus Mileage' page for Aberdeen School District. The 'School Bus Mileage' category is selected. The input fields are as follows:

Category	Value
To / From:	312
Field Trips:	55
Extracurricular:	5
Inter-government:	0
Others:	0
<b>Total:</b>	<b>372</b>

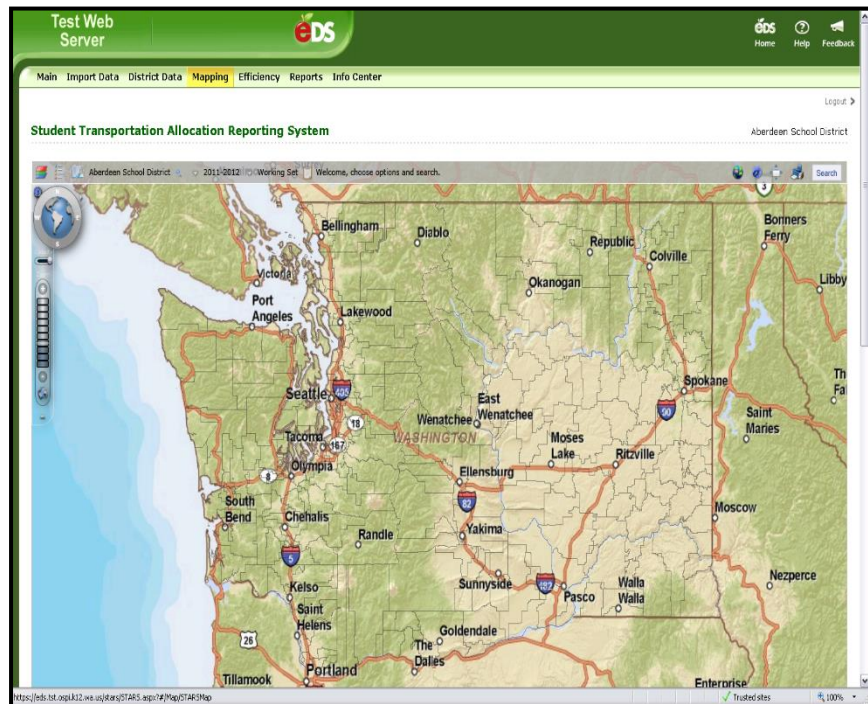
Below the input fields is a 'Comment:' section with a text area containing 'Year Rollover Default Value' and 'Performance Test'. At the bottom, there are three buttons: 'Save', 'Save & Return', and 'Return'.

navigate to the previous page. If you click the **Return** button **without clicking** the **Save** or **Save and Return** button, then the data will not be saved and you will navigate to the previous page.

b)

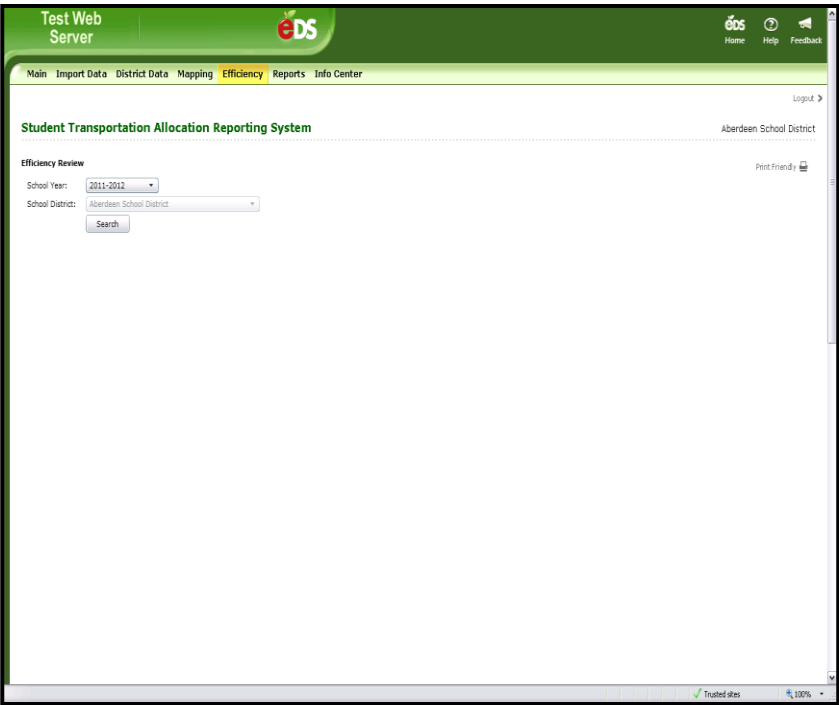
## 17. Mapping

- a) Refer to the **Stars GIS Training Manual** for detailed instructions regarding Map functionality within STARS.

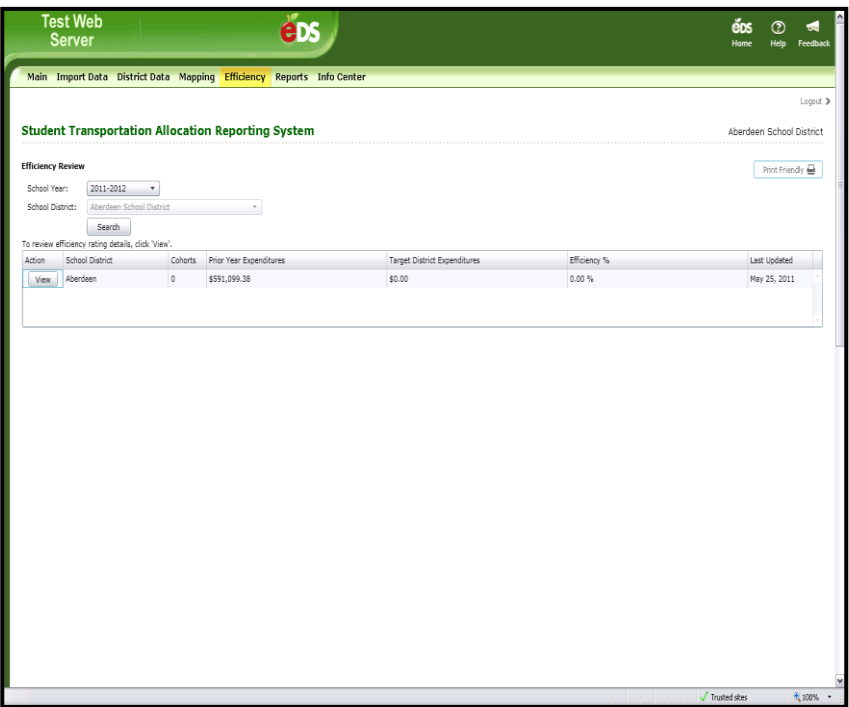


# 18. Efficiency

- a) The Efficiency Rating is based on prior year data, not current year. Click the **Search** button to navigate to the **Efficiency Review** list page.



- b) This page allows you to view the transportation efficiency rating for your school district. Click the **View** button.





- c) Districts with an efficiency rating below 90% will be subject to Regional Transportation Coordinator review. You will be provided with an opportunity to respond to the Regional Transportation Coordinator review comments. There are four constraint types to choose from for comment. Documents can also be attached.

## 19. Reports (SD Users)

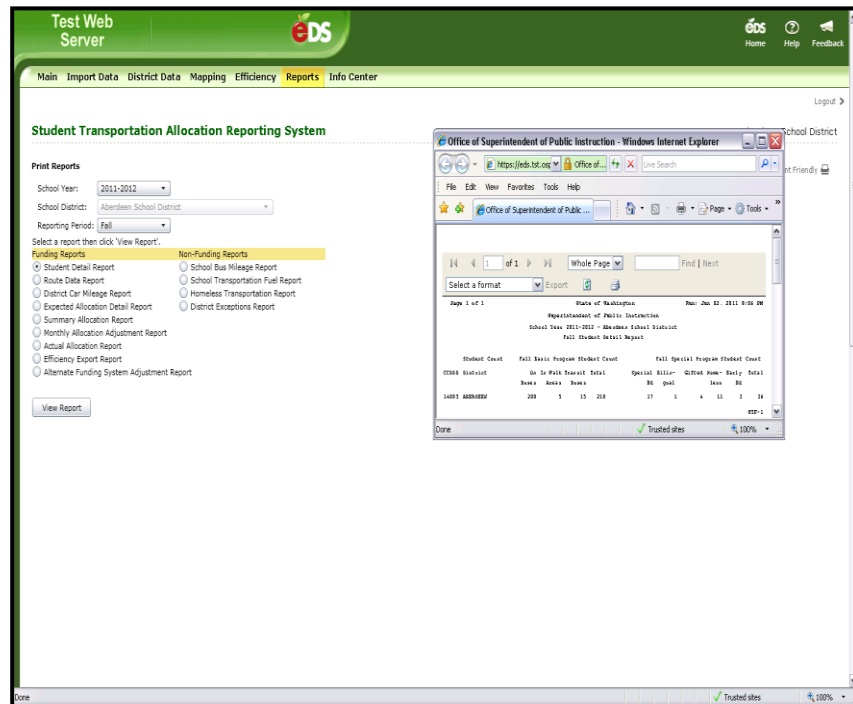
\* Refer to page 48 for additional details on each report available within the Reports tab in STARS.

- a) This page allows you to generate reports for the data and information provided to the STARS system. You can only select one report at a time to view and/or export report data.

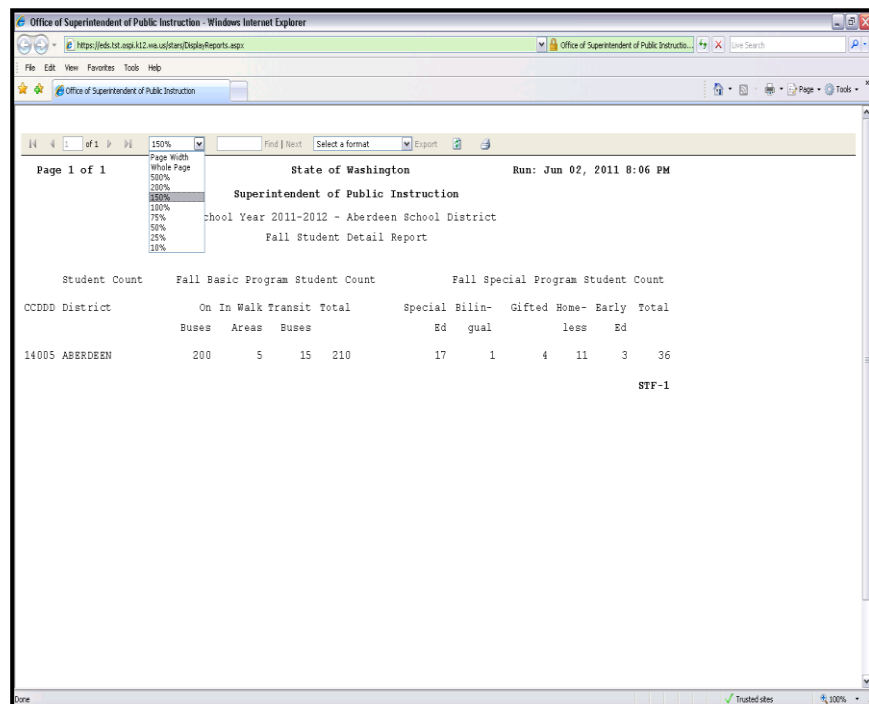
All reports except for the Working Set Route Detail Report, Working Set Route Summary Report, Operations Allocation Detail Report, School Bus Mileage Report, School Transportation

Fuel Report, Homeless Transportation Report, and the District Exceptions Report require you to **first select the Reporting Period** prior to selecting the **View Report** button to generate and view the report.

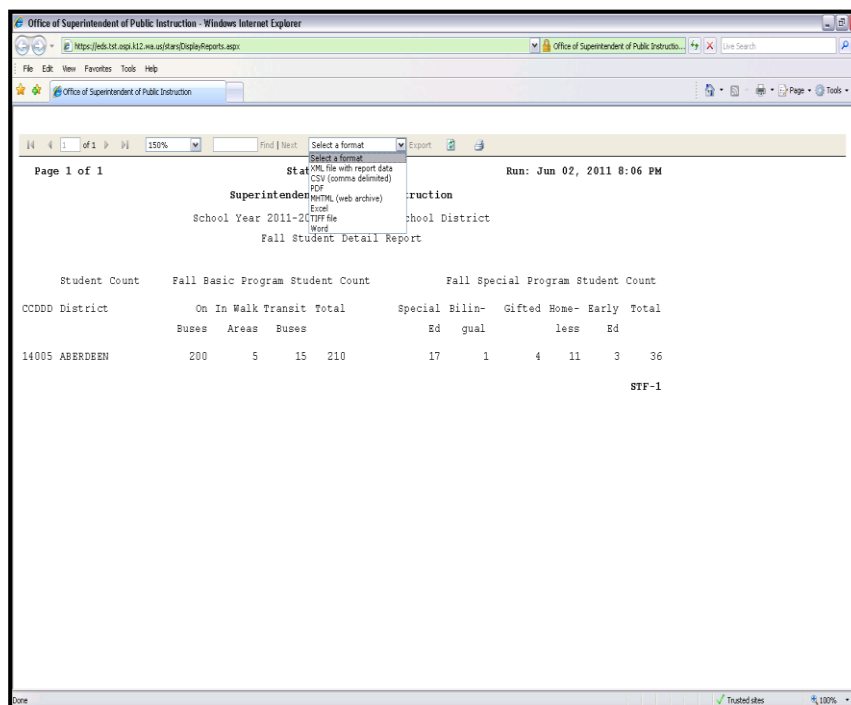
- b) Once you click the **View Report** button, the report will appear in the Report Viewer window.



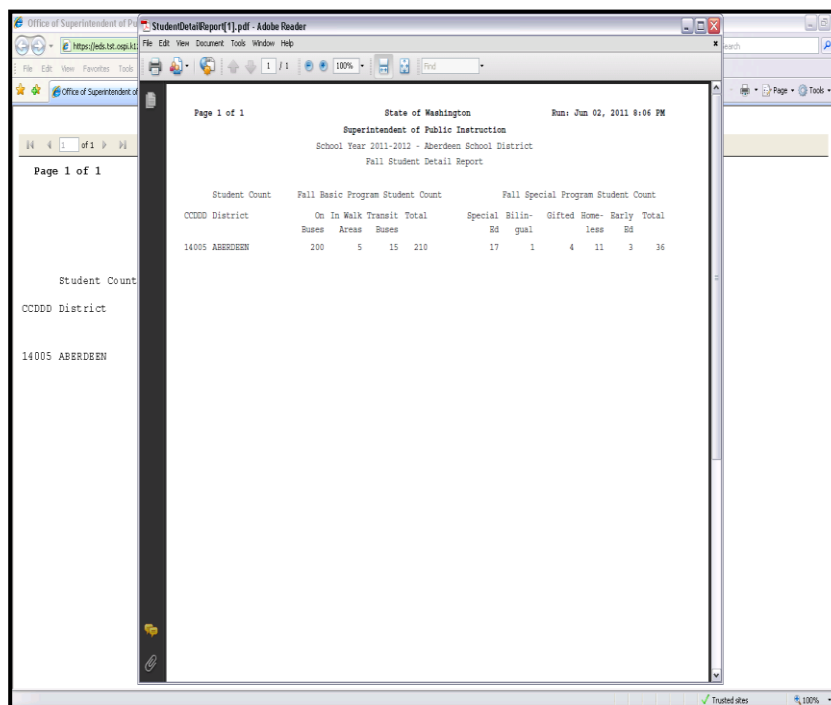
- c) You can control the viewing size of the report by selecting from the zoom dropdown.



- d) You can Export the report into any of the formats listed in the Export dropdown list; **XML file, CSV, PDF, MHTML, Excel, TIFF File and Word.**



- e) Once you click the **Export** button, the generated report will be produced in the format selected.



## 20. Reports (RTC & OSPI Users)

**\* Refer to pages 49 & 50 for additional details on each report available within the Reports tab in STARS.**

- a) This page allows you to generate reports for the data and information provided to the STARS system. You can only select one report at a time to view and/or export report data. As a RTC or OSPI User, you must first select the school district from the School District drop-down menu, prior to selecting a report.

Reports on this page are separated into columns based on the type of report.

The Funding Reports column includes all reports related to variables that are factored into the funding for a district. All Funding Reports except the Working Set Route Detail Report, Working Set Route Summary Report, and the Operations Allocation Detail Report require you to first **select a**

### Student Transportation Allocation Reporting System

Office of Superintendent of Public Instruction

**Print Reports**

School Year: 2013-2014

Region: [Select a Region]

School District: [Select a School District]

Reporting Period: [Select a Period]

Select a report then click 'View Report'.

[Print Friendly](#)

Funding Reports	Non-Funding Reports	OSPI Data Reports and Extracts
<input type="radio"/> Student Detail Report <input type="radio"/> Route Detail Report <input type="radio"/> Route Summary Report <input type="radio"/> Working Set Route Detail Report <input type="radio"/> Working Set Route Summary Report <input type="radio"/> Bus Summary Report <input type="radio"/> Operations Allocation Detail Report	<input type="radio"/> School Bus Mileage Report <input type="radio"/> School Transportation Fuel Report <input type="radio"/> Homeless Transportation Report <input type="radio"/> District Exceptions Report <input type="radio"/> Efficiency Detail Report <input type="radio"/> Stops Under One Mile Report	<input type="radio"/> District Car Mileage Report <input type="radio"/> Efficiency Export Report <input type="radio"/> Monthly Allocation Adjustment Report <input type="radio"/> Actual Allocation Report <input type="radio"/> Alternate Funding System Adjustment Report <input type="radio"/> Route Data Extract Report <input type="radio"/> Operation Allocation Extract Report

[View Report](#)

[Efficiency Detail Extract](#)  
[Operations Allocation Extract](#)  
[Combined District Detail Extract](#)

Select a report then click 'View Report'.

**Funding Reports**

- ☒ Student Detail Report
- ☐ Route Detail Report
- ☐ Route Summary Report
- ☐ Working Set Route Detail Report
- ☐ Working Set Route Summary Report
- ☐ Bus Summary Report
- ☐ Operations Allocation Detail Report

**Non-Funding Reports**

- ☐ School Bus Mileage Report
- ☐ School Transportation Fuel Report
- ☐ Homeless Transportation Report
- ☐ District Exceptions Report
- ☐ Efficiency Detail Report
- ☐ Stops Under One Mile Report

**OSPI Data Reports and Extracts**

- ☐ District Car Mileage Report
- ☐ Efficiency Export Report
- ☐ Monthly Allocation Adjustment Report
- ☐ Actual Allocation Report
- ☐ Alternate Funding System Adjustment Report
- ☐ Route Data Extract Report
- ☒ Operation Allocation Extract Report

[Efficiency Detail Extract](#)  
[Operations Allocation Extract](#)  
[Combined District Detail Extract](#)

**Reporting Period** in addition to the School District prior to running the report.

The Non-Funding Reports column contains reports of other administrative items collected in STARS. Within this column of reports both the District Exceptions Report and the Stops Under One Mile Report will require you to first select a Reporting Period prior to running the report.

Print Reports

School Year: 2014-2015

Region: [Select a Region]

School District: [Select a School District]

Reporting Period: [Select a Period]

Select a report then click 'View Report'.

Funding Reports

☐ Student Detail Report

☐ Route Detail Report

☐ Route Summary Report

☐ Bus Summary Report

☐ Operations Allocation Detail Report

Non-Funding Reports

☐ School Bus Mileage Report

☐ School Transportation Fuel Report

☐ Homeless Transportation Report

☐ District Exceptions Report

☐ Efficiency Detail Report

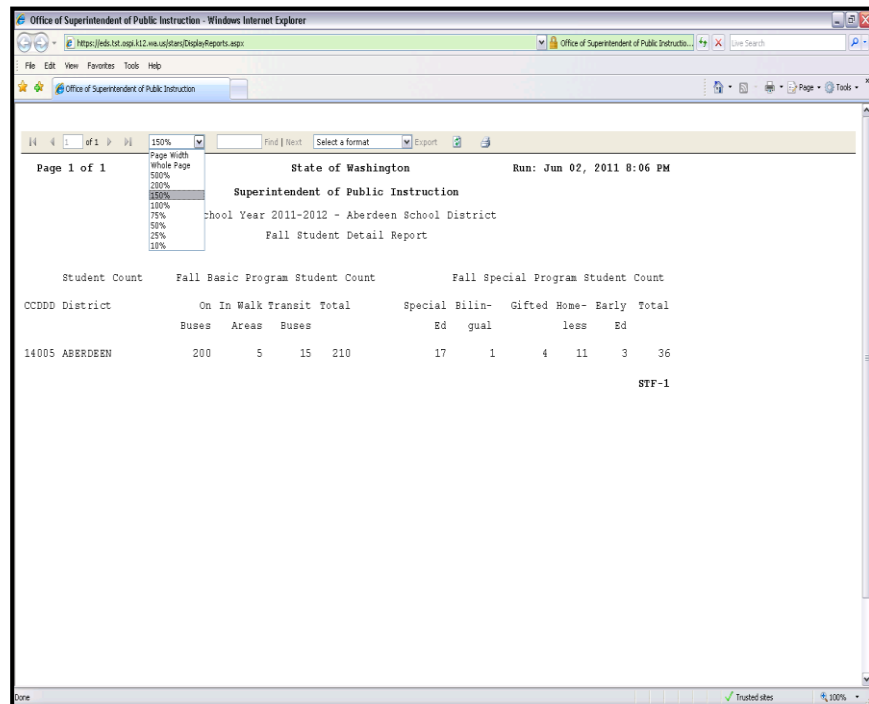
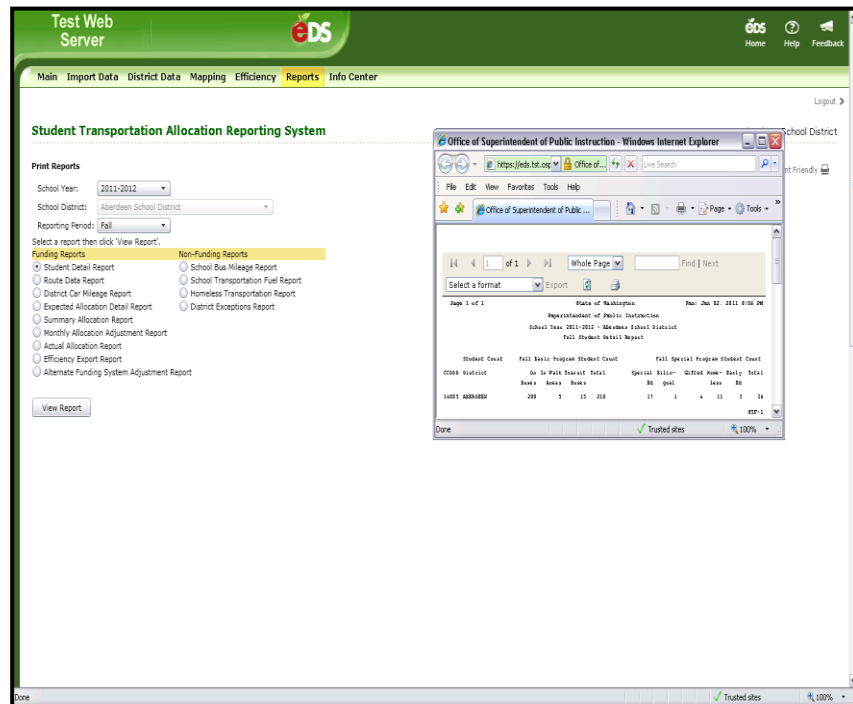
☐ Stops Under One Mile Report

View Report

The OSPI Data Reports and Extracts column contains reports for use in running the efficiency analysis, providing reports to the public, and providing data from the STARS system. The Route Data Extract Report is the **only** report that requires the selection of a Reporting Period prior to running the report. Each of the reports in this column also allows for the generation of reports for all school district at once (you do not have to select a school district) or you can generate each of these reports

based on the transportation region by selecting the region from the Region drop-down prior to creating the report.

- b) Once you click the **View Report** button, the report will appear in the Report Viewer window.
- c) You can control the viewing size of the report by selecting from the zoom dropdown.
- d) You can Export the report into any of the formats listed in the Export dropdown list; **XML file, CSV, PDF, MHTML, Excel, TIFF File and Word.**
- e) Once you click the **Export** button, the generated report will be produced in the format selected.



Office of Superintendent of Public Instruction - Windows Internet Explorer

Page 1 of 1

State Superintendent of Public Instruction  
School Year 2011-2012  
Fall Student Detail Report

Run: Jun 02, 2011 8:06 PM

Student Count	Fall Basic Program Student Count				Fall Special Program Student Count					
	Buses	Areas	Buses	Total	Special Ed	Bilin-Ed	Gifted	Homeless	Early Ed	Total
OCDDD District										
14005 ABERDEEN	200	5	15	210	17	1	4	11	3	36

STF-1

Office of Superintendent of Public Instruction - Adobe Reader

Page 1 of 1

State of Washington  
Superintendent of Public Instruction  
School Year 2011-2012 - Aberdeen School District  
Fall Student Detail Report

Run: Jun 02, 2011 8:06 PM

Student Count	Fall Basic Program Student Count				Fall Special Program Student Count					
	Buses	Areas	Buses	Total	Special Ed	Bilin-Ed	Gifted	Homeless	Early Ed	Total
OCDDD District										
14005 ABERDEEN	200	5	15	210	17	1	4	11	3	36

## 21. Report Details (SD Users)

Report Name		Reporting Period Required?	Report Details
Funding & Non-Funding Reports	<b>Student Detail Report</b>	Yes	Provides an overview of the numbers of basic (on buses, in walk areas, on transit) and special program (special education, bilingual, gifted, homeless, and early education students) for the district of the selected reporting period.
	<b>Route Detail Report</b>	Yes	Provides a breakdown of the 6 different routes type of routes, the route for each of these types, the number of stops on each route, the destination(s) for each route, and the average distance for each route.
	<b>Route Summary Report</b>	Yes	Provide a count number of routes for each route type (Basic (A), Special (S), Bilingual (B), Gifted (G), Homeless (H), and Early Ed. (E)), the total number of buses used on these routes, the number of destinations, and the average distance for all of these routes for the selected reporting period.
	<b>Working Set Route Detail Report</b>	No	Provides a breakdown of the 6 different routes type of routes, the routes in the working set for each of these types, the number of stops on each route, the destination(s) for each route, and the average distance for each route in the current working set of routes.
	<b>Working Set Route Summary Report</b>	No	Provide a count number of routes for each route type (Basic (A), Special (S), Bilingual (B), Gifted (G), Homeless (H), and Early Ed. (E)), the total number of buses used on these routes, the number of destinations, and the average distance for all of these routes for the working set of routes.
	<b>Bus Summary Report</b>	Yes	Provides the bus count for each of route type (Basic (A), Special (S), Bilingual (B), Gifted (G), Homeless (H), and Early Ed. (E)), the total number of buses, and the total number of destinations for the selected reporting period.
	<b>Operations Allocations Detail Report</b>	No	This report shows the data used for each school district to calculate the allocation.
	<b>School Bus Mileage Report</b>	No	Displays the School Bus Mileage for the previous school year for To/From Trips, Field Trips, Extra-curricular, Intergovernmental, other, and total miles.
	<b>School Transportation Fuel Report</b>	No	Displays the Fuel (Diesel and Gasoline) used by the district in number of gallons and total cost for each of the fuel types for the previous school year.
	<b>Homeless Transportation Report</b>	No	Displays the total number of homeless student trips, the total miles traveled to transport homeless students, and the total cost of transporting the homeless students for the previous school year.
	<b>District Exceptions Report</b>	Yes	List any exceptions applied to the school district for the selected reporting period.
	<b>Efficiency Detail Report</b>	No	Displays the efficiency rating and all variables used to calculate the efficiency rating for the school district including the cohort districts the district was compared to as part of the efficiency analysis.
	<b>Stops Under One Mile Report</b>	Yes	Displays the routes with bus stops that have a distance of less than a mile from their intended destination for the selected reporting period. All route types are included in this report.



## 21. Report Details (RTC & OSPI Users)

Report Name		Reporting Period Required?	School District Required?	Report Details
Funding & Non-Funding Reports	Student Detail Report	Yes	No	Provides an overview of the numbers of basic (on buses, in walk areas, on transit) and special program (special education, bilingual, gifted, homeless, and early education students) for the district of the selected reporting period.
	Route Detail Report	Yes	No	Provides a breakdown of the 6 different routes type of routes, the route for each of these types, the number of stops on each route, the destination(s) for each route, and the average distance for each route.
	Route Summary Report	Yes	No	Provide a count number of routes for each route type (Basic (A), Special (S), Bilingual (B), Gifted (G), Homeless (H), and Early Ed. (E)), the total number of buses used on these routes, the number of destinations, and the average distance for all of these routes for the selected reporting period.
	Working Set Route Detail Report	No	Yes	Provides a breakdown of the 6 different routes type of routes, the routes in the working set for each of these types, the number of stops on each route, the destination(s) for each route, and the average distance for each route in the current working set of routes.
	Working Set Route Summary Report	No	No	Provide a count number of routes for each route type (Basic (A), Special (S), Bilingual (B), Gifted (G), Homeless (H), and Early Ed. (E)), the total number of buses used on these routes, the number of destinations, and the average distance for all of these routes for the working set of routes.
	Bus Summary Report	Yes	No	Provides the bus count for each of route type (Basic (A), Special (S), Bilingual (B), Gifted (G), Homeless (H), and Early Ed. (E)), the total number of buses, and the total number of destinations for the selected reporting period.
	Operations Allocations Detail Report	No	No	This report shows the data used for each school district to calculate the allocation.
	School Bus Mileage Report	No	No	Displays the School Bus Mileage for the previous school year for To/From Trips, Field Trips, Extra-curricular, Intergovernmental, other, and total miles.
	School Transportation Fuel Report	No	No	Displays the Fuel (Diesel and Gasoline) used by the district in number of gallons and total cost for each of the fuel types for the previous school year.
	Homeless Transportation Report	No	No	Displays the total number of homeless student trips, the total miles traveled to transport homeless students, and the total cost of transporting the homeless students for the previous school year.
	District Exceptions Report	Yes	No	List any exceptions applied to the school district for the selected reporting period.

	<b>Efficiency Detail Report</b>	No	No	Displays the efficiency rating and all variables used to calculate the efficiency rating for the school district including the cohort districts the district was compared to as part of the efficiency analysis.
	<b>Stops Under One Mile Report</b>	Yes	No	Displays the routes with bus stops that have a distance of less than a mile from their intended destination for the selected reporting period. All route types are included in this report.

	Report Name	Reporting Period Required?	School District Required?	Report Details
OSPI Data Reports & Extracts	<b>District Car Mileage Report</b>	No	No	Displays the number of district car miles traveled for each school district for the school year and the cost of those miles.
	<b>Efficiency Export Report</b>	No	No	Displays the variables needed to calculate the efficiency ratings for each school district which includes the PYE, Number of Buses, # of Basic Riders, # of Special Program Riders, Average Distance, Number of Destinations, Number of K Routes, the Land Area, Road Miles, and Non-High Transportation status for each district.
	<b>Monthly Allocation Adjustment Report</b>	No	No	Displays the new actual allocation amount for each district after adjustments have been made.
	<b>Actual Allocation Report</b>	No	No	Displays the actual allocation amount provided to each school district for the school year.
	<b>Alternate Funding System Adjustment Report</b>	No	No	Displays the calculated expected allocation, the alternate funding for non-high districts, the alternative funding for low enrollment, the alternate funding for trans-coop, the alternate funding for ESDs, and the total calculated expected allocation plus adjustments for each school district.
	<b>Route Data Extract Report</b>	Yes	No	Displays a report of all approved stops for the selected reporting period for use in GIS analysis. If a school district is selected the report will include all approved stops for the selected reporting period for the selected district. If a region is selected, the report will include all approved stops for all school district within the selected region for the selected reporting period.
	<b>Operation Allocation Extract Report</b>	No	No	Displays a report used for calculations within the transition worksheet used for transitioning from the old funding system to the new funding system.