Creating a PDF of Students that are Eligible for Bussing from MyEducation BC

If you are not wanting to send the latest notice home to all students in your school, but rather to just those that have been identified as Eligible for bussing please use the following steps:

School View>Student Top Tab>Filter: All Active Students>Field Set: Bus Reg Fields>
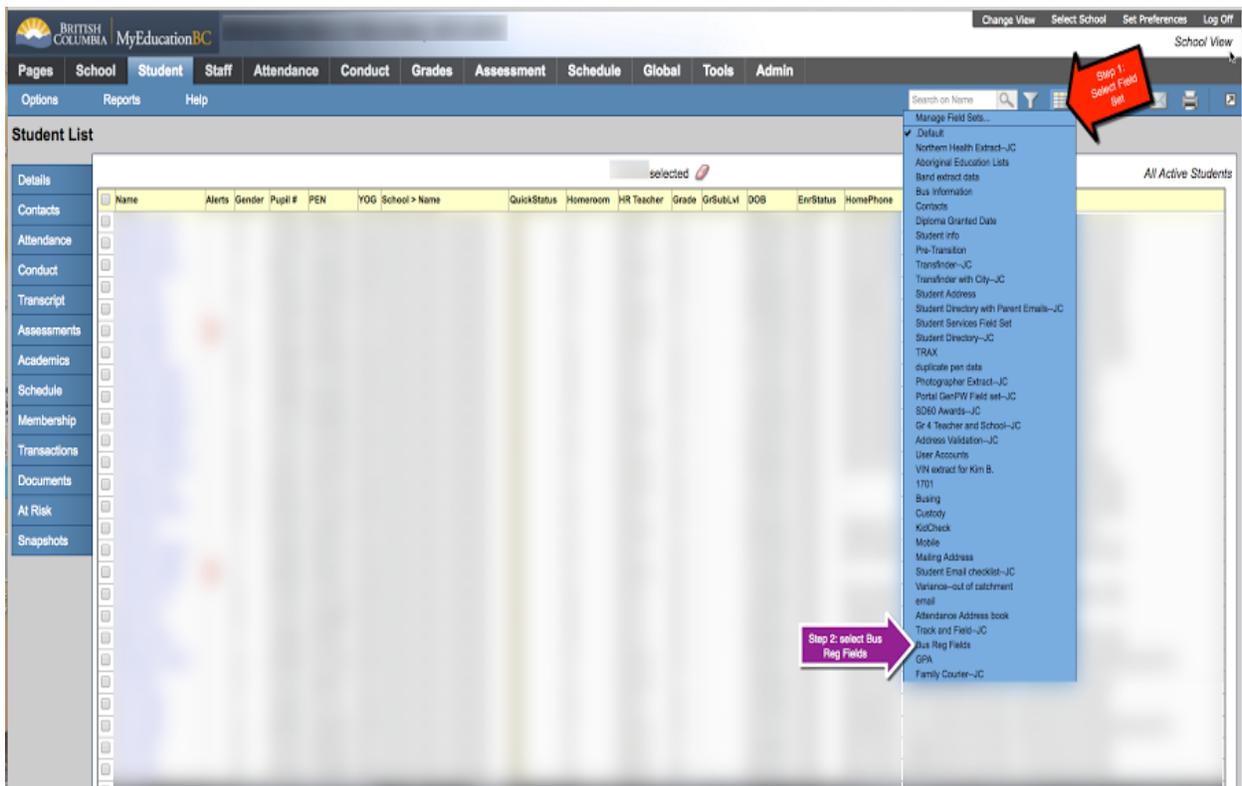
>Sort Bus Reas AM column to put the blanks at the top>check the boxes beside the students who have a blank in the Bus Reas AM column>
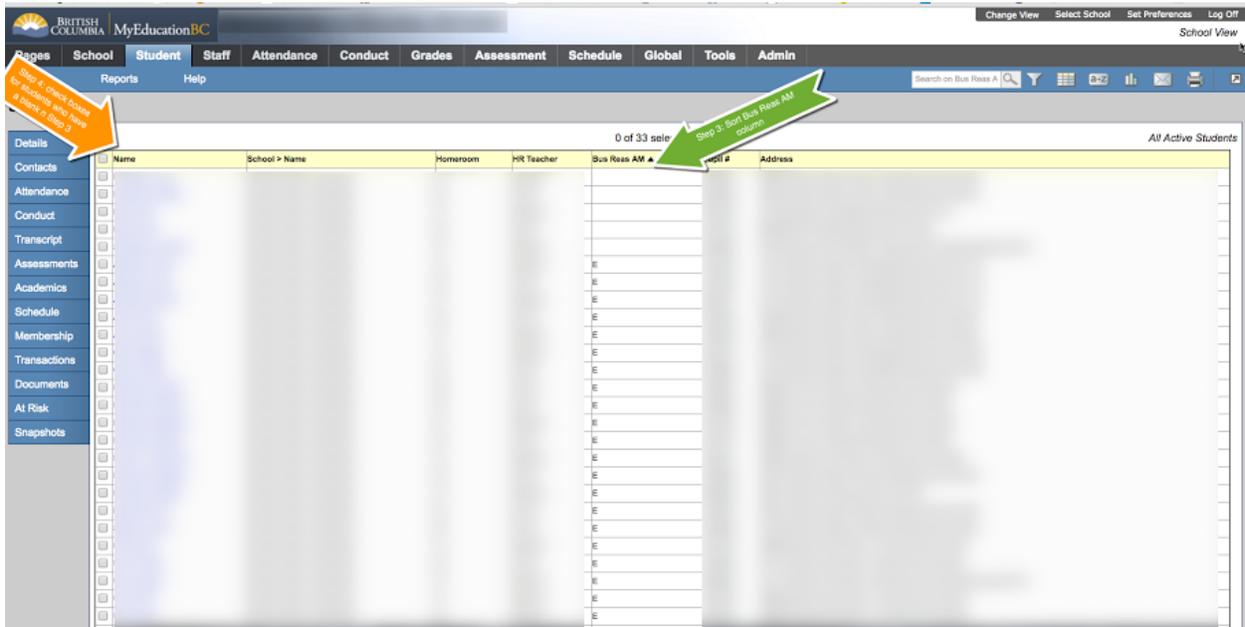
Options>Omit Selected>this will leave you with a list of those students that have been identified as being eligible for bussing>Printer Icon>Web Page (HTML)--to have a Quick Report to work off off-- OR CSV--to have an Excel Spreadsheet to work with
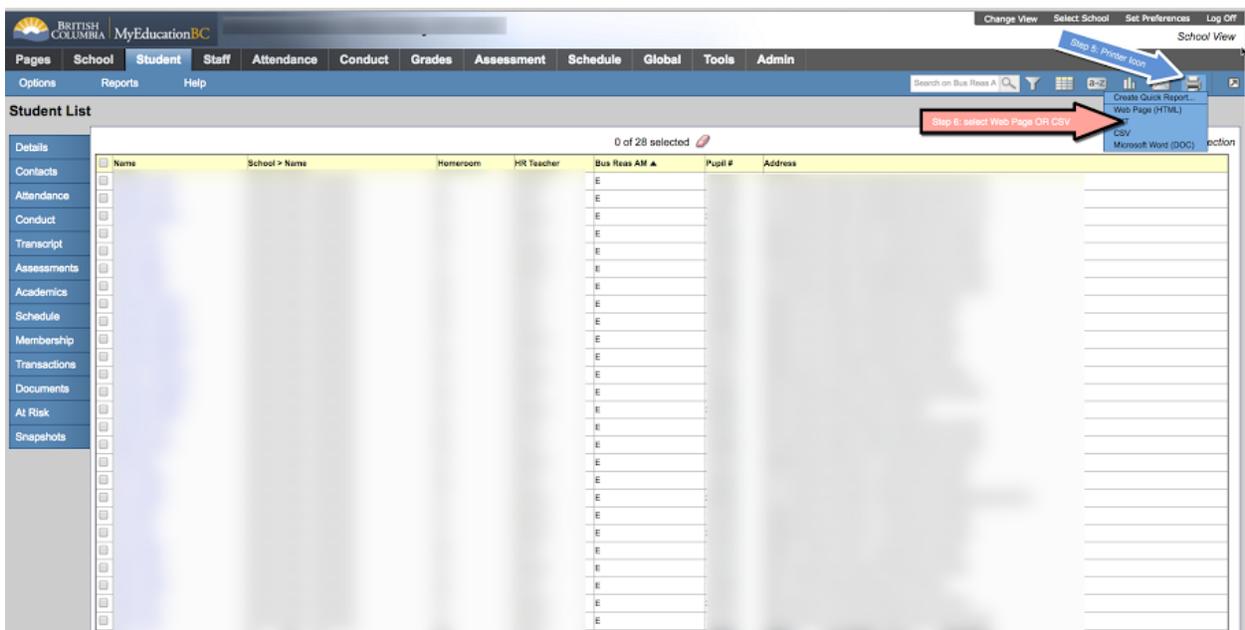
If you have set up your Family Courier, then you will only need to send home one notification per family with the chosen Courier.