

Objectives

Participants will be instructed on how to track RTD Bus Passes

1. Review the process for tracking RTD Bus Passes
2. Review **Q and A's** to help answer questions
3. Enter Bus Pass information in the **RTD Pass Tracking** tab
4. Look up student eligibility information in the **RTD Bus Eligibility** tab
5. **Export RTD Eligibility** information for the student list
6. **Print RTD Bus Pass Listing** for students to sign
7. Infinite Campus Website <http://techtraining.dpsk12.org/ic/RTD/RTD.htm>

Handouts:

FAQ's
RTD Training Documentation
RTD Bus Pass Listing QR

Contact Information

NCLB Information

Educational Out Reach Program - Homeless Liaison at 303-405-8227

Additional Passes

Transportation – Susan Borgenteien, Secretary at 720-423-4603

Infinite Campus RTD Training Documentation

RTD Bus Pass Information

RTD Pass Tracking

Use this tab to enter the information of who received a pass/token so the information can be pulled from Infinite Campus by Transportation to fund the DPS RTD passes. This information is only entered and collected in the RTD Pass Tracking tab. All fields are mandatory unless marked as optional.

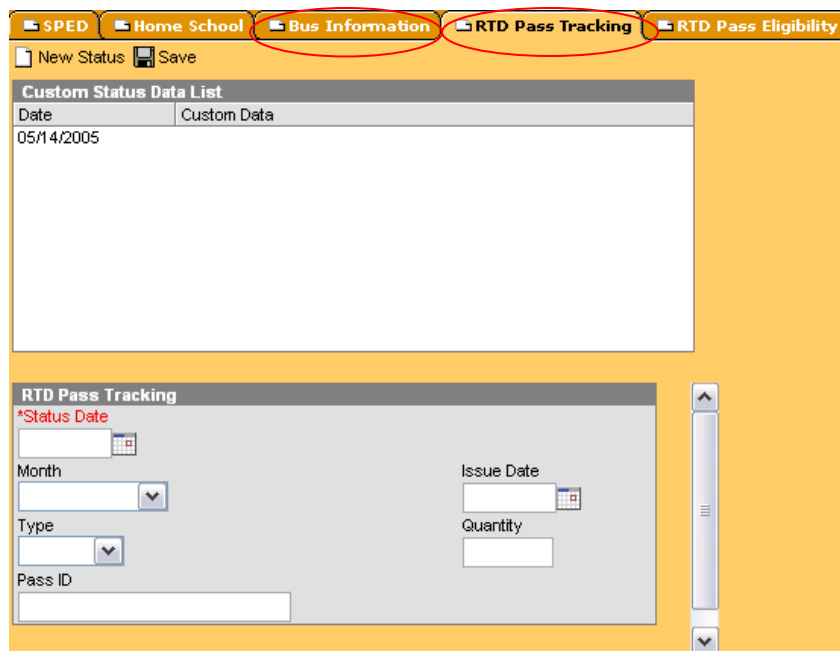
1. The person responsible for tracking the RTD Bus Passes will need to be identified by the building administrator to receive access to this information.
2. Infinite Campus stores the bus pass information in the RTD Pass Tracking tab.


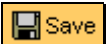
Index tab

Student Information folder

General link

RTD Pass Tracking tab



3. Click  **New Status** link at the top left
4. Enter the date in the ***Status Date** of this student begins receiving passes.
5. Select the **Month** from the drop down menu
6. Enter the **Issue Date** the pass was issued
7. Select the **Type** of the pass; P=Pass, (T=Token are not entered in DPS)
8. Optional to enter the **Pass ID** – if this information is entered it can be printed
9. Click  **Save** icon

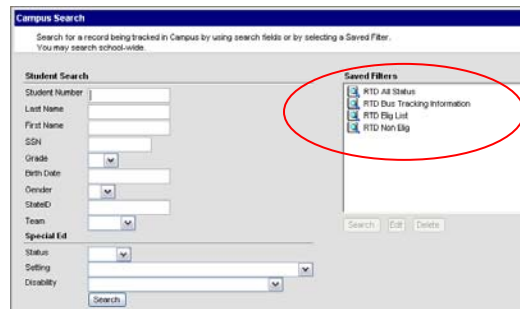
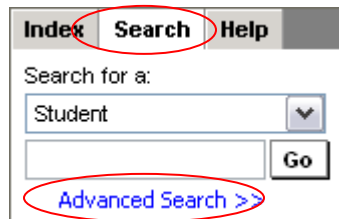
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RTD Bus List

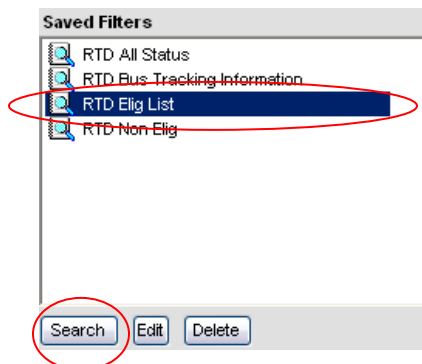
1. Locate the Advanced Search to use the certified filters for the Bus Pass List to issue tickets to students.

Search tab

Advanced Search



2. Highlight **RTD Eligibility filter** to be used under the **Saved Filters**
3. Click



4. The list to the left of the **screen will display all the students currently eligible for an RTD pass to date**. This list will change as entries are made to the student's file by Transportation.

Note: Do Not enter Teen Pass purchased by students in Infinite Campus.

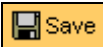
5. Click the link of the student receiving the pass, click on **RTD Bus Tracking** tab

Infinite Campus RTD Training Documentation

| Index | Search | Help |
|--|-----------|------|
| Search for a: | | |
| Student | ▼ | |
| Felding | Go | |
| Advanced Search >> | | |
| Search Results: 2 | | |
| 10 Felding, Jane M #1 [01/15/1999] | | |
| 11 Felding, Jonathan R #0 [01/01/1998] | | |

Call Transportation, **Susan Borgenteien** at 720-423-4603 or email information to **RTD** mail box RTD@dpsk12.org **with specific information** about the student listed below.

School Name
Student Number
Address
Program

6. Click  Save
7. The information will display in the **Custom Status Date List**

| Custom Status Data List | |
|-------------------------|-------------|
| Date | Custom Data |
| 07/01/2005 | |

Select the **next student** and **return to Step 8** to enter the information for another student.

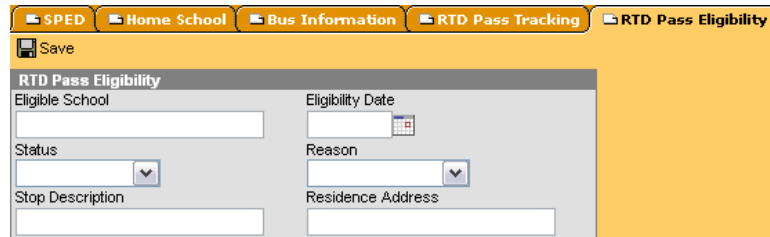
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Viewing RTD Eligibility Information

8. Click on the **RTD Pass Eligibility** tab this is a view only tab with information updated by Transportation. This information is real time and can be viewed by you after the record is saved by Transportation.

- **Eligible School** – School the student was accessed for the pass
- **Eligibility Date** is the date the student was accessed for the pass
- **Status** – **NEL**=Non Eligible or **EL**=Eligible
- **Reason** – lists results the student does or does not qualify for an RTD pass
 1. **CC**: Curb Service
 2. **DST**: Distance
 3. **Oth**: Other
 4. **Prg**: Program
 5. **W**: RTD Eligible for Student Services WES Program (WES)
 6. **Wlk**: Walker
- **Stop Description** displays bus stop information

- **Residence Address** displays from the demographic student address



The screenshot shows a web interface with a navigation bar containing tabs for 'SPED', 'Home School', 'Bus Information', 'RTD Pass Tracking', and 'RTD Pass Eligibility'. Below the navigation bar is a 'Save' button and a form titled 'RTD Pass Eligibility'. The form contains the following fields:

- Eligible School: Text input field
- Eligibility Date: Date picker field
- Status: Dropdown menu
- Reason: Dropdown menu (highlighted in yellow)
- Stop Description: Text input field
- Residence Address: Text input field