

Using the new NPSIS Features to Assign Transportation for Multiple Students

In March 2013, changes were made in NPSIS to address issues raised by school staff:

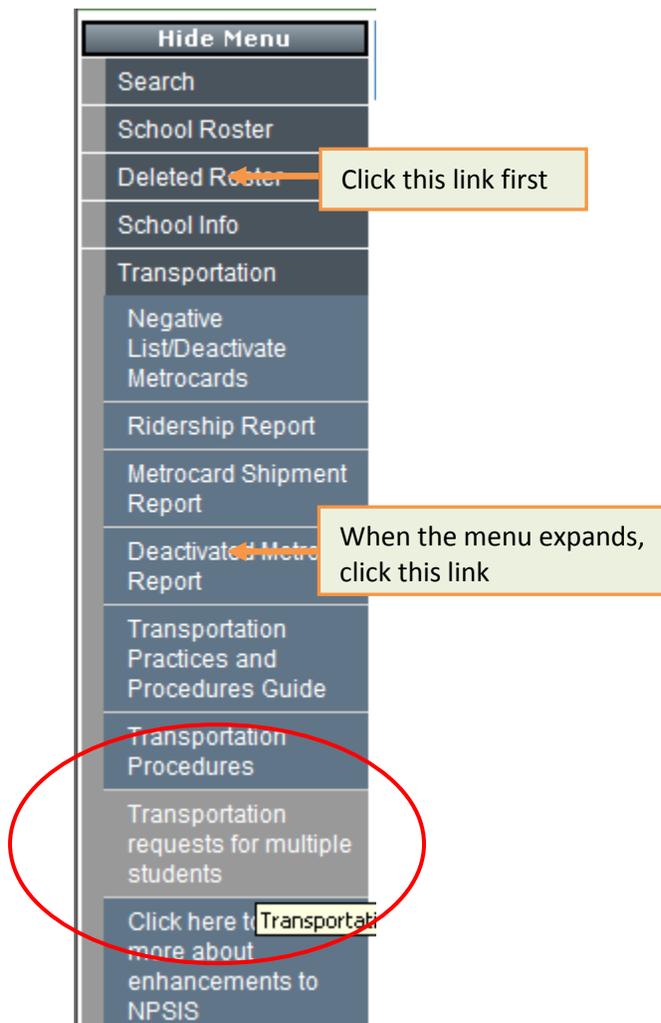
1. Distance calculations were made only after transportation was requested: this resulted in errors when transportation was assigned to students not eligible
2. Assigning transportation was completed by “setting transportation” for each student individually: assigning transportation for multiple students could be a time-consuming process

A new section was created in NPSIS to display student information to address these concerns: distance calculation will be completed for each student on the school roster and displayed in a new section of NPSIS. When enrolling a new student during the school year, distance will be displayed one day after adding the student to the roster. The new section also allows school staff to assign transportation to multiple students on one screen.

How to access the new functions in NPSIS

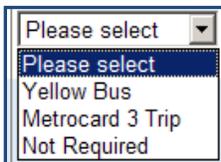
After logging in to NPSIS, click the “Transportation” link on the left side of the screen; then click Transportation Requests for Multiple Students

(Note: below that link is another link to an instructional video presentation outlining these changes)



The first screen you will be directed to, called the default view, will list all students on your roster that have not been assigned transportation. Check this page regularly to correct any errors and make a transportation selection for each student displayed:

1. Yellow Bus Transportation: Select an active bus stop for eligible students
2. Student MetroCard: for students eligible for full fare or half fare transportation
3. Not Required: Use this option for the following situations
 - Students that do not request Yellow Busing (or when a stop cannot be created) or a MetroCard
 - Students mandated to receive specialized transportation
 - Students that are not eligible for transportation or are not NYC residents



After selecting one of the options above for each student listed, click the save button. Once saved, student data will no longer be displayed on the default page and will be viewable using one of the filters to view student transportation status:



Students Assigned Transportation will mirror the same information currently listed on the NPSIS Ridership Report: students assigned MetroCards or Yellow Bus transportation
Errors/Ineligible will display those students with errors that need to corrected before transportation can be assigned
Not Required will display these students that have not requested transportation: you can view this list and make changes if, during the year, a student changes their mind and requests transportation

The information below provides additional information for school staff regarding transportation assignments:

Active Bus Stops

Schools will no longer have the option to choose “9999” as a stop: an active bus stop number (meaning a stop that is currently routed for service) must be selected before data is saved. The drop-down list in NPSIS may display inactive stops; staff should always refer to the OPT 199 List of Routed stops or the Ridership Information on the OPT web site to verify a specific stop can be assigned to an eligible student. If one of the school’s inactive stops could be used, request that the stop be re-activated through your OPT Account Manager. Schools should regularly review their list of inactive stops and delete them to reduce the chance of assigning a stop that is not currently routed.

Students Assigned Specialized Transportation

Schools staff will continue to work with their CSE Chairperson to manage data for these students: when home addresses change; school transfers or changes; medical accommodation updates, etc. School staff should rely on the ridership information posted on the OPT web site and select “Not Required” for these students.

Students Receiving Special Education Service but not Mandated to Receive Specialized Transportation

Next to the student name in NPSIS, select Special Ed “Yes” at the drop down menu. This allows school staff to provide SE MetroCards or assign a yellow bus stop outside regular eligibility guidelines.

Determining Eligibility

Use the distance letter, and the student’s grade, to determine eligibility. Use this quick guide for reference

Quick Reference Guide to Confirm Eligibility Based on Grade and Distance				
Grade Range	A Distance	B Distance	C Distance	D Distance
K-2	Half Fare	Full Fare	Full Fare	Full Fare
3-6	Not Eligible	Half Fare	Full Fare	Full Fare
7-12	Not Eligible	Half Fare	Half Fare	Full Fare

Questions and Help

School staff with questions can contact their OPT Account Manager or the OPT Training team for assistance or questions.

	Account Manager	Phone	Email
All Yeshivas	Rabbi Ausfresser	(718) 482-3863	mausfresser@schools.nyc.gov
	Yisrael Altein	(718) 482-3731	yaltein@schools.nyc.gov
All Catholic Schools	Ida Norman	(718) 482-3783	inorman@schools.nyc.gov
For schools located outside the 5 NYC boroughs:			
All schools in NJ and LI	La-Nikka Parker-Moore	(718) 482-3784	lparker-moore@schools.nyc.gov
All schools in Westchester, Rockland, and CT	Lew Kennedy	(718) 482-3796	lkennedy@schools.nyc.gov
Schools within the 5 NYC boroughs:			
Manhattan	La-Nikka Parker-Moore	(718) 482-3784	lparker-moore@schools.nyc.gov
Brooklyn	Cheryl Czegledi	(718) 482-3757	cczegledi@schools.nyc.gov
Queens	Gerald Conquest	(718) 482-3866	gconquest@schools.nyc.gov
Bronx	Lew Kennedy	(718) 482-3796	lkennedy@schools.nyc.gov
Staten Island	Uri Fraenkel	(718) 482-3868	ufraenkel@schools.nyc.gov
OPT Training			
	Ed Jacobsen	(718) 482-3797	ejacobsen2@schools.nyc.gov
	Adrian Clarke	(718) 482-3897	aclarke23@schools.nyc.gov