

OASIS Transportation Module – Online STAR Form

Using MapNet Web to Confirm Transportation for Students

MCPS school administrators, IEP teams, and MCPS office staff use the Student Transportation Action Request (STAR) form to submit requests for establishing, changing, or stopping special transportation for all eligible students, subject to boundary, walk, and other criteria. To confirm that student transportation requested on a STAR form has been processed and that the student has been assigned to a bus, you can either generate reports from the Transportation module or generate reports from MapNet Web, as explained in this guide.

To log in to MapNet Web:

1. Open a web browser, and type the following web address:
<http://10.137.1.31/MapNetWeb/default.aspx?>
2. On the Login page, enter the MapNet Web user name and password for your school or program, which you can get from your principal or designated program contact.

3. Click the **Log me in** button.

To log out:

In the upper left of the page under the MCPS banner, click the **Logout** menu.

Overview

After you log in to MapNet Web, the Home page opens in either of two modes, depending on whether you are school-based or non-school-based staff. The Home page is the same in both modes, except for the menu options.

If you are school-based staff—the Home page opens in Mirror School Mode. In this mode, you can view information only for your school.

If you are non-school-based staff—the Home page opens in Transportation Mode. In this mode, you can view combined information for all schools. You also can view information for a particular school by switching to Mirror School Mode, as explained on page 2. You can return to Transportation Mode at any time.

Mirror School Mode is the preferred mode for school and program staff to confirm transportation for students.

Understanding Bus Route Numbers

Bus route numbers consist of four digits. The first digit indicates the depot number of the bus, the second digit indicates the high school cluster, and the third and fourth digits refer to the specific bus route.

For example, route number 1200 means that the bus is assigned to the Bethesda Depot (all 1000s) and the Churchill cluster (all 200s). The second digit for a bus assigned to a special education route is an 8 or a 9.

Below are the route number ranges for and clusters served by each depot:

Bethesda Depot (routes numbered in the 1000s)

- Bethesda-Chevy Chase (1100s)
- Churchill (1200s)
- Whitman (1300s)
- Walter Johnson (1400s)

- Special education (1800s and 1900s)

Clarksburg Depot (routes numbered in the 2000s)

- Damascus (2100s)
- Poolesville (2200s)
- Quince Orchard (2300s)
- Northwest (predominantly) (2400s)
- Seneca Valley (predominantly) (2500s)
- Clarksburg (2600s)
- Special education (2800s and 2900s)

Randolph Depot (routes numbered in the 3000s)

- Einstein (3100s)
- Kennedy (3200s)
- Sherwood (3300s)
- Wheaton (3400s)
- Northwood (3500s)
- Special education (3800s and 3900s)

Shady Grove North and South Depots

Shady Grove North Depot (routes numbered in the 4000s)

- Gaithersburg (4100s)
- Magruder (4200s)
- Watkins Mill clusters (4300s)
- Special education (4800s and 4900s)

Shady Grove South Depot (routes numbered in the 5000s)

- Richard Montgomery (5100s)
- Rockville (5200s)
- Wootton (5300s)
- Special education (5800s and 5900s)

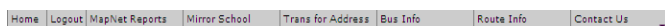
West Farm Depot (routes numbered in the 6000s)

- Blair (6100s)
- Paint Branch (6200s)
- Springbrook (6300s)
- Blake (6400s)
- Special education (6800s and 6900s)

Switching to Mirror School Mode

Non-school-based staff can switch from viewing combined information for all schools in Transportation Mode to viewing information for a particular school in Mirror School Mode. School-based staff are always in Mirror School Mode.

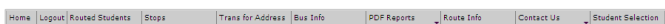
To switch to Mirror School Mode:



1. At the top of the page under the MCPS banner, click the **Mirror School** menu.



2. Select a school, and click the **Go** button to display the Home page, which will have slightly different menu options than in Transportation Mode.



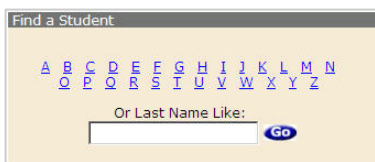
3. To return to Transportation Mode, at the very top of the page, click the **Return to Transportation Mode** link, similar to the following:

BELLS MILL ES - [Return to Transportation Mode](#)

Confirming a Bus Assignment for a Student

To confirm that a student has been assigned to a bus, you can search for the student then view transportation details for that student.

To confirm a bus assignment for a student:



1. In the lower right of the Home page in the Find a Student section, do one of the following:
 - Click the first letter of the student's last name.
 - In the **Or Last Name Like** field, type the student's last name (or the first few letters of the last name), and click the **Go** button.

The result will be a list of students matching what you selected or typed, in alphabetical order by last name.

Type	Eligibility	Stop	Bus	Est. Time	Days of week
Students					
BELLS MILLS ES					
PICKUP					
P	E	1234 MYHOUSE DR 20817	1801	8:35 AM	MTUWTHF
D	E	1234 MYHOUSE DR 20817	1801	4:14 PM	MTUWTHF

2. To view the transportation details for the student, click the student's name in the list.

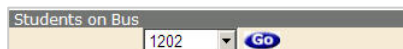
ID	123456
Last Name	JONES
Middle Initial	X
First Name	TOM
Address	1234 MYHOUSE DR
Apt	
City	BETHESDA
State	MD
Zip Code	20817
Home Phone	(301) 000-0000
Emer Phone	202-000-0000
Birthdate	111100
School	607
Grade	SP
Race	W
Gender	M
P1	SP
P2	SP
Program	AUT
Height / Weight	61/125
Special Equipment	C/R
Pickup Address	HOME
Dropoff Address	HOME
Mothers Name	FREDA JONES
Mothers Work Phone	703-000-0000
Mothers Cell Phone	240-111-1111
Fathers Name	THOMAS WOODWARD
Fathers Work Phone	703-333-3333
Fathers Cell Phone	240-222-2222
Daycare Name	EMERG PHONE IS THOMAS JONES AND FREDA JONES
Daycare Contact Person	GRANDPARENTS 202-999-9999
Daycare Phone	
Bus	PICKUP : 1801 Map
Route Name	1801 - BELLS MILLS ES
Activity	607 - SPED
Days	MTUWTHF
Stop	1234 MYHOUSE DR 20817
Trip	1801 - AM
Est. Time	8:35 AM
Garage	BETHESDA DEPOT
Bus	DELIVERY : 1801 Map
Route Name	1801 - BELLS MILL ES PM
Activity	607 - SPED
Days	MTUWTHF
Stop	1234 MYHOUSE DR 20817
Trip	1801 - PM
Est. Time	4:14 PM
Garage	BETHESDA DEPOT
Click for Bus Pass	

3. To close the details window, click the **Close** button (or similar image) in the upper right corner of the browser window.

Confirming Student Ridership on a Bus

To confirm students assigned to a bus and the pickup and drop-off locations and times, you can generate a students riding bus report.

To confirm student ridership on a bus:



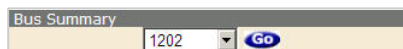
1. On the right of the Home page in the Students on Bus section, select a bus number.
2. Click the **Go** button to view the list of students who ride that bus.

Students Riding Bus 1801			Est. Time
Last Name	First Name		
PICKUP			
607 BELLS MILL ES			
CHILD	JULIA		9:07 AM
HARRIS	ED		8:51 AM
JONES	TOM		8:35 AM
SANTANA	CARLOS		8:24 AM
WOODS	TIGER		8:57 AM
DROPOFF			
CHILD	JULIA		3:40 PM
HARRIS	ED		3:58 PM
JONES	TOM		4:14 PM
SANTANA	CARLOS		4:27 PM
WOODS	TIGER		3:52 PM

Viewing and Printing a Route Summary

For a high-level view of the morning and afternoon stops for a bus and the estimated times for each of those stops, you can generate a route summary report.

To view and print a route summary:




1. On the right of the Home page in the Bus Summary section, select a bus number.
2. Click the **Go** button to view the route summary for the selected bus.



To view the route for only one of the schools in the summary, click the school name link.

To view a map of the route, click the Map link next to the school name link.

3. To view the number of students on the bus at each stop (the loads), in the title bar of the route summary, click the **Loads>>** link.

Bus Capacity and Current Loads	
Route	Load
Bus: 1801	
Garage: BETHESDA DEPOT	
Seat Type: Regular 30", 39", 45" - 54	
1801 - BELLS MILL ES PM	5
1801 - BELLS MILLS ES	5
1801 - NORTH BETHESDA MS PM	2
1801 - PYLE MS	7
1801 - WAYSIDE ES PEP COMP M-F	2

To close the loads window, click the **Close** button ( or similar image) in the upper right corner of the window.

4. To print a formatted version of the route summary report, in the title bar of the summary, click the **PDF link** (), then in the browser window that opens, click the **Print** button ( or similar image) in the toolbar of the browser.

4/11/2012 Wednesday 8:13 AM		MONTGOMERY COUNTY PUBLIC SCHOOLS Route Summary Report for Bus 1801		Page: 1
School(s) Served				
NORTH BETHESDA MS				
WAYSIDE ES				
BELLS MILL ES				
PYLE MS				
BELLS MILL ES				
1801 - PYLE MS				
6:43 AM	TEMP	1212 EASY ST 20910		
6:53 AM		6631 MAIN ST 20915		
7:01 AM		2001 MULHOLLAND DR 20815		
7:20 AM		3945 PARK PL 20815		
7:27 AM		555 FIFTH AVE 20815		
7:33 AM		1111 PENNY LA 20817		
7:36 AM		8569 RODEO DR 20817		
7:40 AM		PYLE MS		
1801 - BELLS MILLS ES				
8:24 AM		1 WEST 72ND ST (DAKOTAPTS)		
8:35 AM		1234 MYHOUSE DR 20817		
8:51 AM		1992 MELROSE PL 20814		
8:57 AM		1817 WALL ST 20817		
9:07 AM		1940 BEALE ST 20854		
9:10 AM		BELLS MILL ES		
1801 - WAYSIDE ES PEP COMP M-F				
2:07 PM		WAYSIDE ES		
2:15 PM		4957 SESAME ST 20854		
2:29 PM		1958 THUNDER RD 20817		
1801 - NORTH BETHESDA MS PM				
2:47 PM		NORTH BETHESDA MS		
3:03 PM		1939 YELLOW BRICK RD 20852		
3:21 PM		8564 MADISON AVE 20854		
1801 - BELLS MILL ES PM				
3:37 PM		BELLS MILL ES		
3:40 PM		1940 BEALE ST 20854		
3:52 PM		1817 WALL ST 20817		
3:58 PM		1992 MELROSE PL 20814		
4:12 PM		1234 MYHOUSE DR 20817		
4:27 PM		1 WEST 72ND ST (DAKOTAPTS)		

Creating a Custom Report

In the Mirror School Mode only, you can create a custom report, selecting students to include and the sort order of information in the report.

► To create a custom report:

1. If you are in Transportation Mode, switch to Mirror School Mode, as explained on page 2.

Home Logout Routed Students Stops Trans for Address Bus Info PDF Reports Route Info Contact Us Student Selection

2. At the top of the page under the MCPS banner, click the **Student Selection** menu. The Student Selection window opens.

Student Selection (to make multiple selections within an item hold down the CTRL key while making your selection)

BUS	CENSUS_GROUP	ELIGIBLE	GRADE	PROGRAM_1	PROGRAM_2	RESTRICTED_INFO	SCHOOL_NAME	SEAT_TYPE	STUDENT_ID
ALL	ALL	ALL	ALL	ALL	ALL	ALL	BELLS MILL ES	Regular 30", 39", 45"	ALL
1227	WV	H	04	RG	SP	HA			111111
1210	WV	H	04	RG	SP	HA			122222
1202	WV	H	04	RG	SP	HA			133333
4883-WC	WV	H	04	RG	SP	HA			144444
1315	B	A	01	SP	SP	HA			155555
1209	B	A	01	SP	SP	HA			166666
4842	B	A	03	SP	SP	HA			177777
1801	B	A	02	SP	SP	HA			188888

To define a sort order, add to the list using the right arrow, remove from the list using the left arrow.

BUS	CENSUS_GRO	ELIGIBLE	GRADE	PROGRAM_1	PROGRAM_2

Go to Next Step

3. In the top sections of the window, select options to specify the students to include in the report.
4. In the bottom sections of the window, define the sort order of the columns of information in the report.
5. Click the **Go to Next Step** button. A list of selected students will be displayed.

Title For the List: Create the PDF

Comments:

Student Selection (to exclude students from the list deselect the Include checkbox)

Student ID	Last Name	First Name	Grade	Include	Comments
212122	CHILD	JULIA	04	<input checked="" type="checkbox"/>	
245545	HARRIS	ED	01	<input checked="" type="checkbox"/>	
123321	JONES	TOM	SP	<input checked="" type="checkbox"/>	
110011	SANTANA	CARLOS	SP	<input checked="" type="checkbox"/>	
200200	WOODS	TIGER	SP	<input checked="" type="checkbox"/>	



6. In the **Title For the List** field, type a title for the report.
7. In the Student Selection section, confirm the students to include in the report, unchecking any you decide to exclude.
8. Optionally, enter comments to add to the report. Comments entered beneath the title are shown at the end of the report. Comments entered in the Student Selection section are shown within the report.
9. Click the **Create the PDF** button to generate the report and open it in your web browser.

Thursday, April 12, 2012
1:06 PM

BELLS MILL ES
My STAR Confirmation Report

Last Name	First Name	Grade	Address	Phone	Comment
CHILD	JULIA	04	1940 BEALE ST	240-000-0000	
HARRIS	ED	01	1992 MELROSE PL	301-333-3333	
JONES	TOM	SP	1234 MYHOUSE DR	(301) 000-0000	Just added to route
SANTANA	CARLOS	SP	1989 ABBEY RD	(301) 222-2222	
WOODS	TIGER	SP	1817 WALL ST	(301) 444-4444	

Comments:
My weekly confirmation report

10. To print the report, click the **Print** button ( or similar image) in the toolbar of the browser window.
11. To return to the Student Selection window, click the **Back** button ( or similar image) on the browser window.