

## SECTION 6



# Routing Requests



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Video

## What You'll Learn

- How to create, modify, or cancel a routing request
- How to upload multiple requests at once
- How to track and export your submitted requests

## Resources & Tips



**Tip:** Accurate student info helps dispatch process your request faster.



**Note:** You'll get a notification when your request status updates.

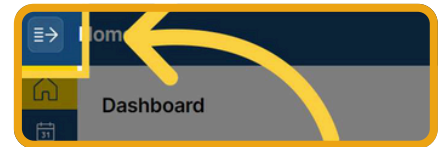
## How it Works: Routing Requests

The **Routing Requests** tool lets you quickly request new bus routes or make changes for individual students, helping ensure safe, timely, and efficient transportation. By submitting accurate routing requests through Beacon Connect, you reduce delays, minimize errors, and keep everyone—drivers, dispatch, schools, and families—on the same page. This streamlined process helps your district respond to student needs faster and maintain clear communication with everyone involved.

In this section, you'll learn how to efficiently send routing requests using Beacon Connect. From adding new requests to exporting data, these steps will walk you through the entire process.

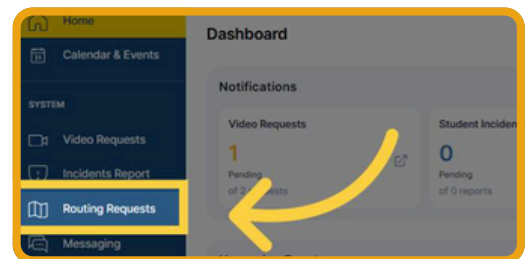
## 1. Expand your system tools

Start by expanding the system tools menu, if it is not already open.



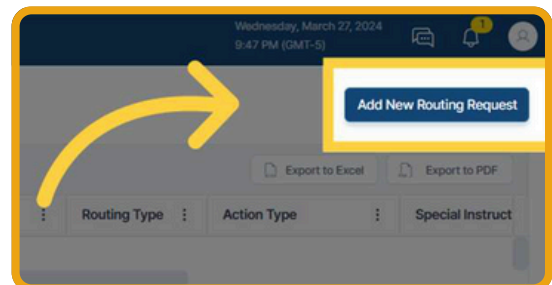
## 2. Select the Routing Request Tool

Choose **Routing Requests** from the system tools menu to open the routing request page.



## 3. Start a New Request

On the routing request page you will see a list of previous requests and a tab to begin a new request. Click **Add New Routing Request** to initiate a new routing request



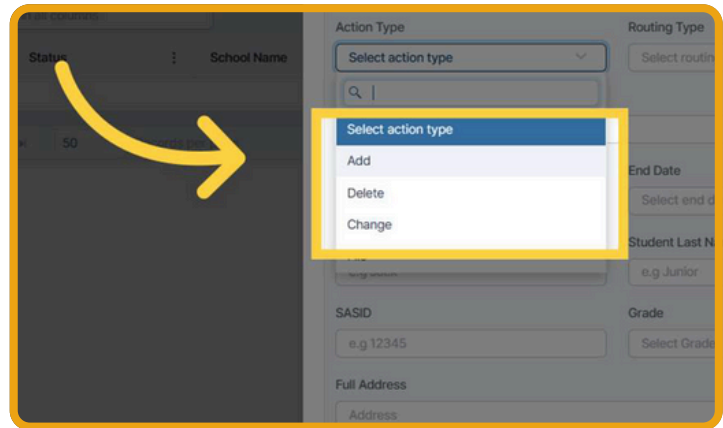
## 4. Enter Student & Routing Data

Fill in routing type, school, dates, student info, address, and any special instructions.

A screenshot of the 'New Routing Request' form in Beacon Connect. The form is titled 'New Routing Request' and has a close button (X) in the top right corner. It contains several fields for entering student and routing information. A yellow arrow points to the form.

## 5. Select Action Type

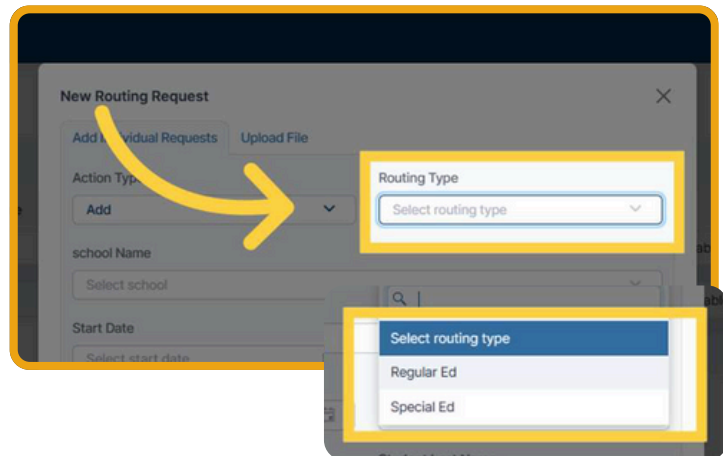
From the drop down you can choose to **Add**, **Delete**, or **Change** a route request.



A screenshot of the 'New Routing Request' form. The 'Action Type' dropdown menu is open, showing three options: 'Add', 'Delete', and 'Change'. A yellow arrow points from the 'Action Type' label to the dropdown menu.

## 6. Routing Type

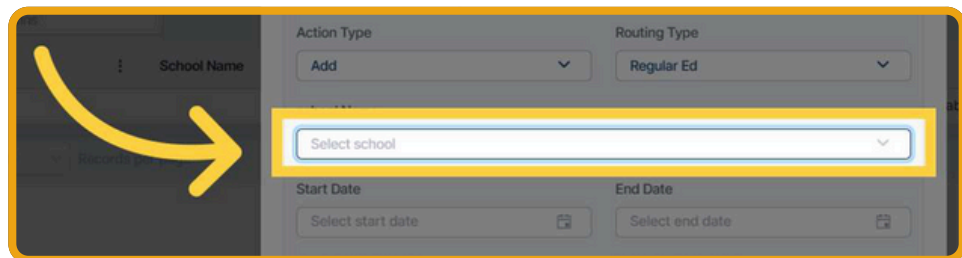
Select routing type, will provide a drop down. You can then choose the routing type by selecting *Regular Education* or *Special Education* as your routing type.



A screenshot of the 'New Routing Request' form. The 'Routing Type' dropdown menu is open, showing two options: 'Regular Ed' and 'Special Ed'. A yellow arrow points from the 'Routing Type' label to the dropdown menu.

## 7. Select the School

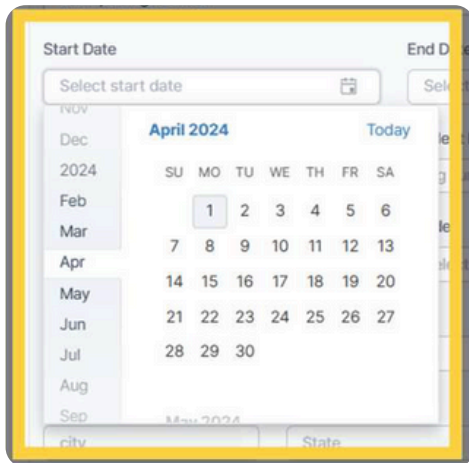
Select the corresponding school for the route from the drop-down menu.



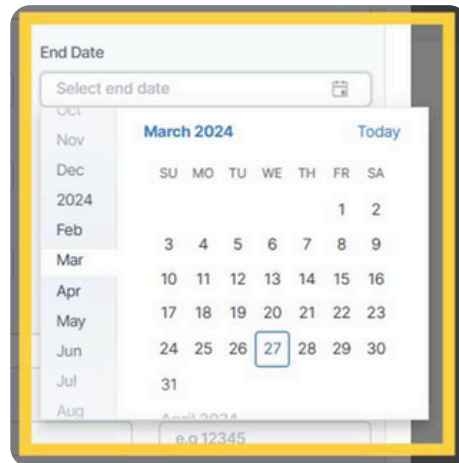
A screenshot of the 'New Routing Request' form. The 'School Name' dropdown menu is open, showing a search bar and a list of schools. A yellow arrow points from the 'School Name' label to the dropdown menu.

## 8. Start and End Dates

Next, select the **Start Date** by clicking the field and choosing a date from the calendar. Then, enter the **End Date** to specify when the routing request should finish.



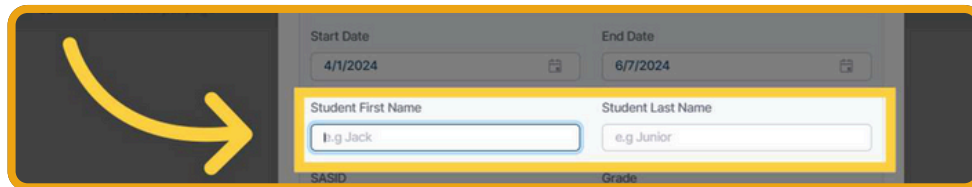
The screenshot shows the 'Start Date' selection interface. It features a 'Select start date' input field with a calendar icon. Below it, a calendar for April 2024 is displayed, with the date '1' highlighted. The calendar includes a sidebar with months from November to September and a 'Today' button. The interface is framed by a yellow border.



The screenshot shows the 'End Date' selection interface. It features an 'Select end date' input field with a calendar icon. Below it, a calendar for March 2024 is displayed, with the date '27' highlighted. The calendar includes a sidebar with months from October to August and a 'Today' button. The interface is framed by a yellow border.

## 9. Student Name

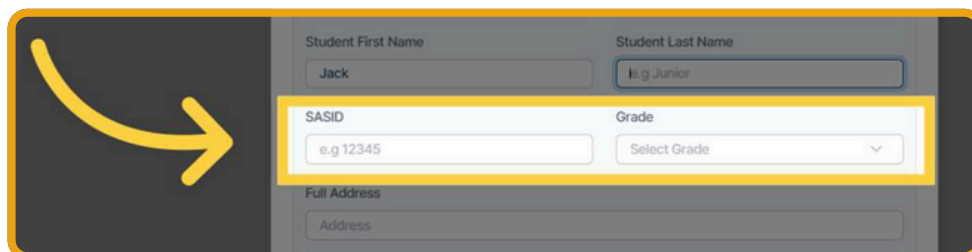
Enter the student's first and last name.



The screenshot shows the 'Student Name' input fields. It includes a 'Student First Name' field with the placeholder text 'e.g. Jack' and a 'Student Last Name' field with the placeholder text 'e.g. Junior'. A yellow arrow points to the first name field. The interface is framed by a yellow border.

## 10. Student ID and Grade

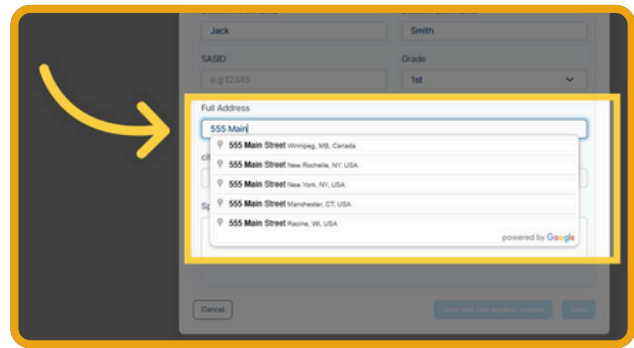
Enter the student ID and grade. **Please note, student ID is a required field.**



The screenshot shows the 'Student ID and Grade' input fields. It includes a 'SASID' field with the placeholder text 'e.g. 12345' and a 'Grade' dropdown menu with the placeholder text 'Select Grade'. A yellow arrow points to the SASID field. The interface is framed by a yellow border.

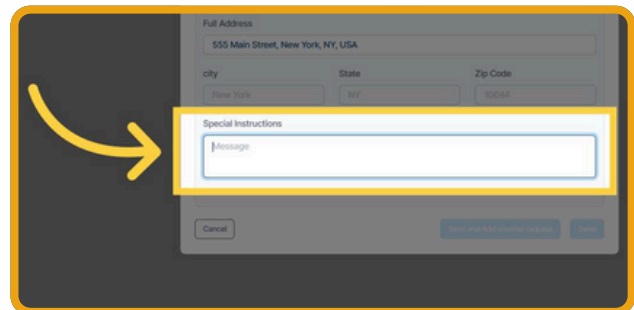
## 11. Address

Enter the student's address in the Address field. The address must be verified by Google—start typing, then select the correct option from the dropdown when it appears.

A screenshot of a form with fields for Jack, Smith, SASD, Grade, and a Full Address field. The Full Address field is highlighted with a yellow box, and a yellow arrow points to it. A dropdown menu is open below the field, showing several address suggestions starting with "555 Main Street". The suggestions include "555 Main Street Winnipeg, MB, Canada", "555 Main Street New Rochelle, NY, USA", "555 Main Street New York, NY, USA", "555 Main Street Manchester, CT, USA", and "555 Main Street Racine, WI, USA". The text "powered by Google" is visible at the bottom right of the dropdown.

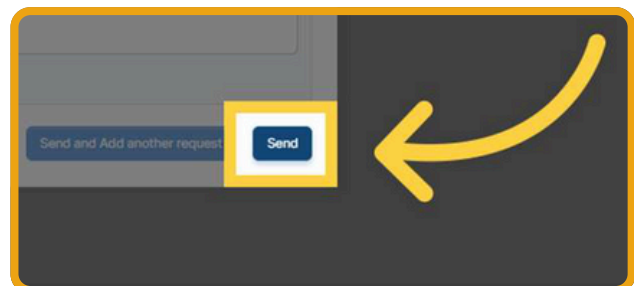
## 12. Special Instructions

Add any special instructions in this field before submitting your routing request.

A screenshot of the form showing the Special Instructions field. The field is highlighted with a yellow box, and a yellow arrow points to it. The field contains the text "Message". Below the field are buttons for "Cancel", "Send and Add another request", and "Send".

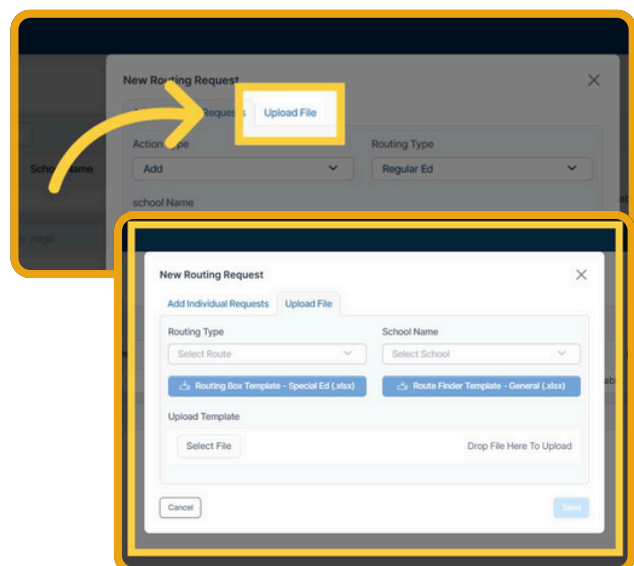
## 13. Send

You are now ready to send the request. If you wish to enter another request, you can click the button that says send and add another request.

A screenshot of the form showing the "Send" button. The button is highlighted with a yellow box, and a yellow arrow points to it. The button is labeled "Send". To the left of the button is a link that says "Send and Add another request".

## 14. Adding Multiple Requests

For faster entry of multiple requests, use the **Upload File** tab, located at the top of the **New Routing Request** screen. From here, you can upload requests using **Routing Box**, **Route Finder**, or **your own template**.

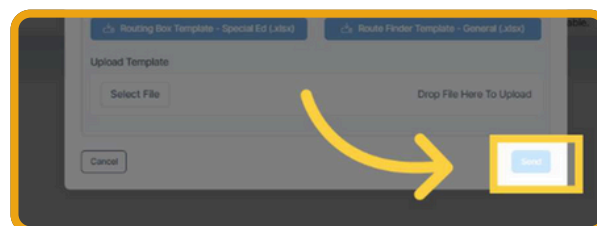
A screenshot of the "New Routing Request" screen. The "Upload File" tab is highlighted with a yellow box, and a yellow arrow points to it. The screen shows fields for "Routing Type" (with a dropdown menu), "School Name" (with a dropdown menu), and "Routing Type" (with a dropdown menu). There are also buttons for "Routing Box Template - Special Ed (xlsx)" and "Route Finder Template - General (xlsx)". Below these are fields for "Upload Template" and "Drop File Here To Upload". The "Cancel" and "Send" buttons are at the bottom.

## 15. Bulk Requests:

The steps for uploading multiple routing requests are nearly the same as individual entries. Simply use the **Upload File** tab, choose your file, and follow the same process to select routing type and submit your requests.

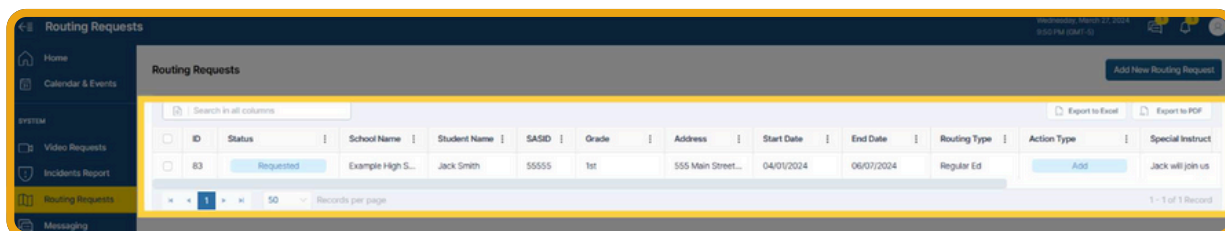
## 16. Upload File and Send

Select your file or drag and drop it into the system. Once your file is uploaded, click **Send** to submit your requests.



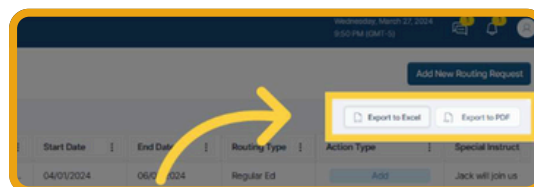
## 17. Viewing Requests

After clicking **Send** on any routing request, you'll return to the **Routing Request page**, where your new request will appear. From this page, you can view the status of all your requests and sort the data as needed.



## 18. Exporting Requests

You can export all your requests as an Excel or PDF document. Just click **Export to Excel** or **Export to PDF** to download your data.



## 19. Notifications

When routing is complete, you'll receive a notification about the status change. Click the **notification bell** icon or the **Routing Requests** link in **System Tools** to view your updated request.

