SECTION 6

Routing Requests

▶ <u>Watch the Video</u>

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.
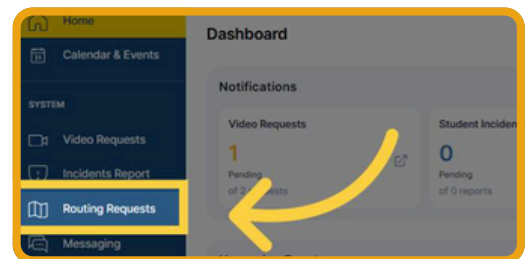
1. **Expand your system tools**

   Start by expanding the system tools menu, if it is not already open.
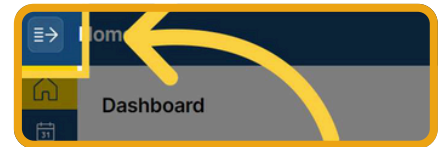
2. **Select the Routing Request Tool**

   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
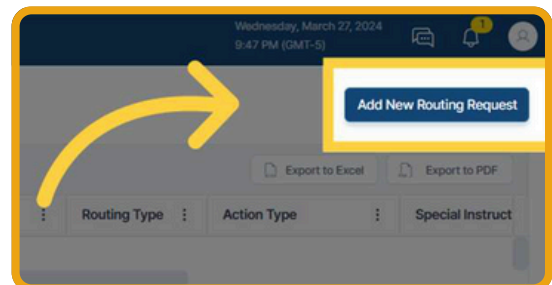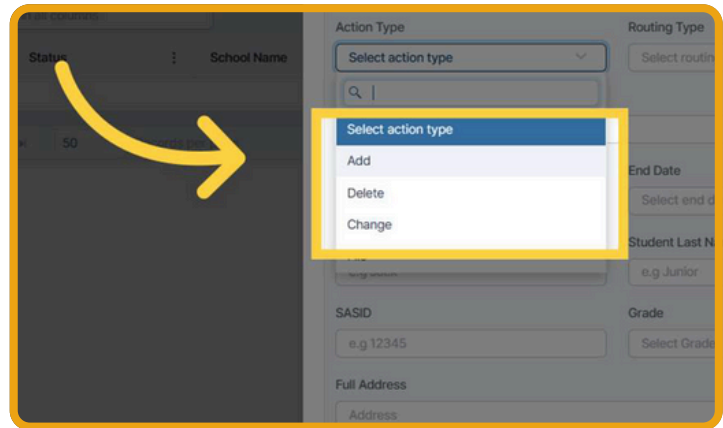
4. **Enter Student & Routing Data**

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

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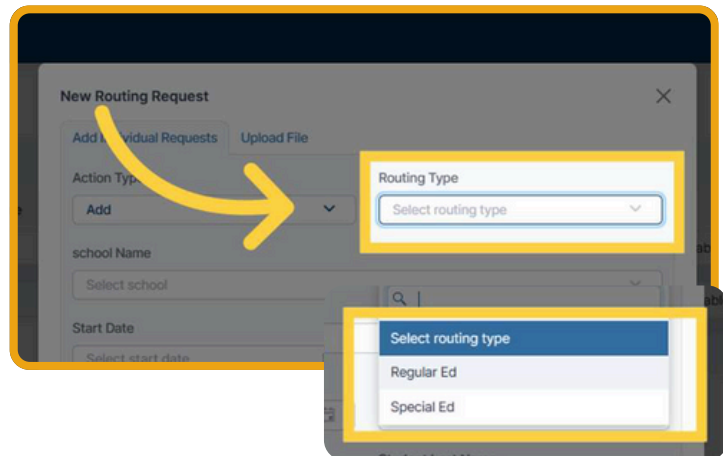
From the drop down you can choose to **Add**, **Delete**, or **Change** a route request.
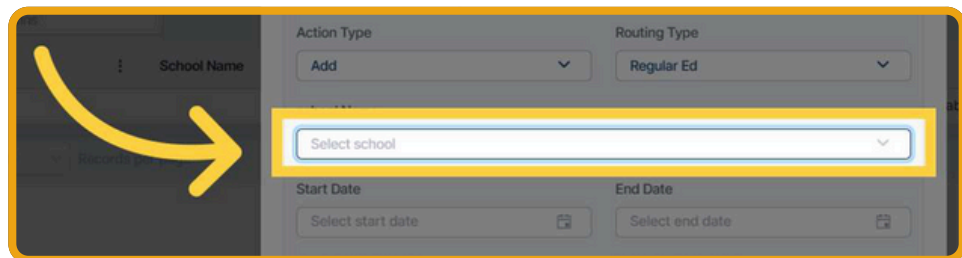

6. Routing Type

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.
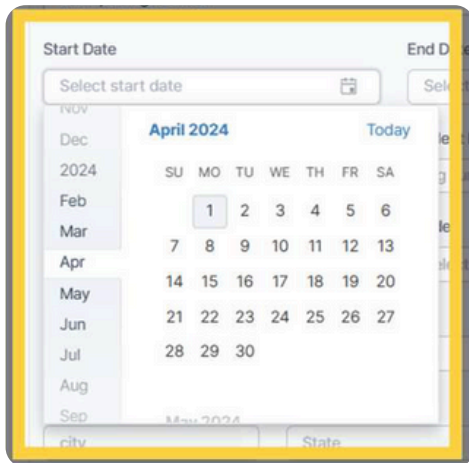
7. Select the School

Select the corresponding school for the route from the drop-down menu.
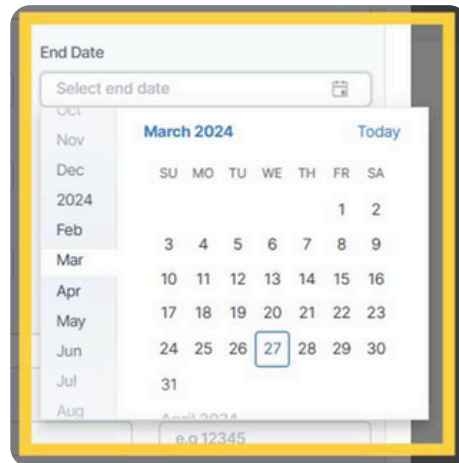
8. Start and End Dates

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.
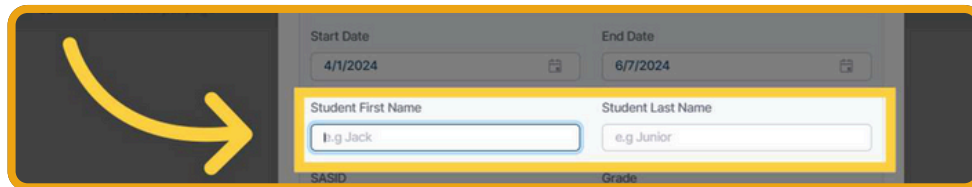

9. Student Name

Enter the student's first and last name.

10. Student ID and Grade
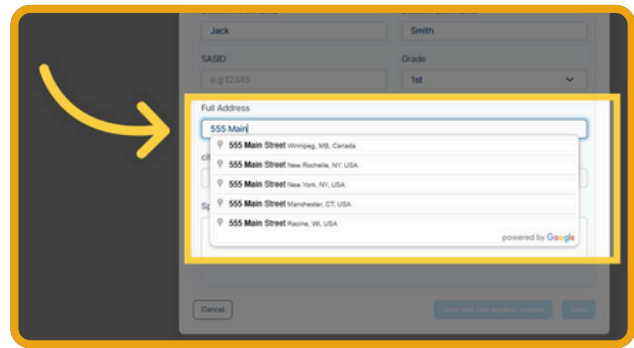
Enter the student ID and grade. **Please note, student ID is a required field.**
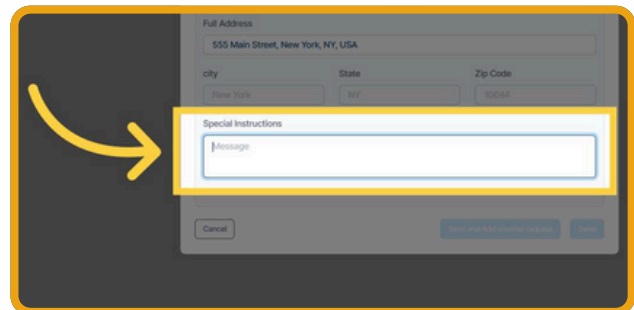
11. Address

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.
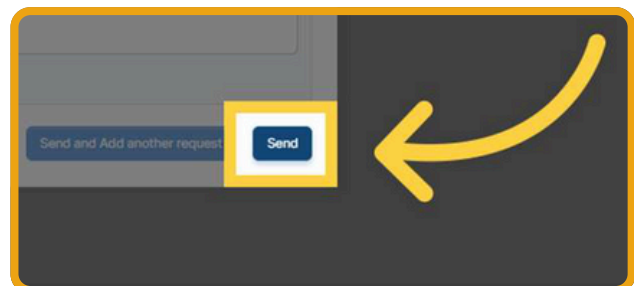

12. Special Instructions

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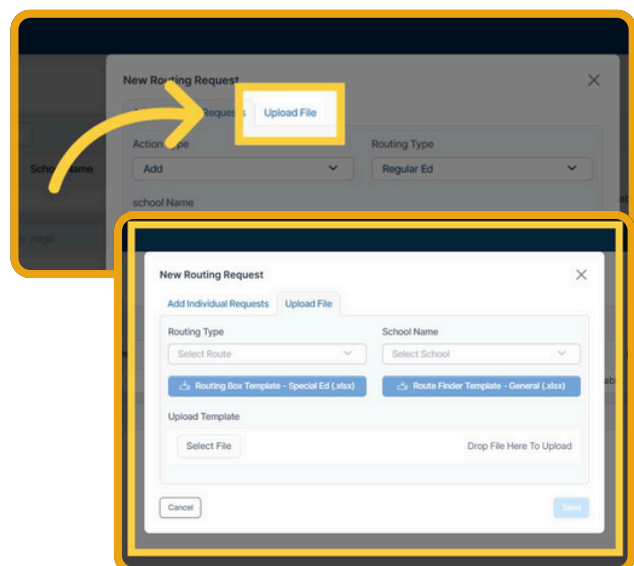

13. Send

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.

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**.

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.
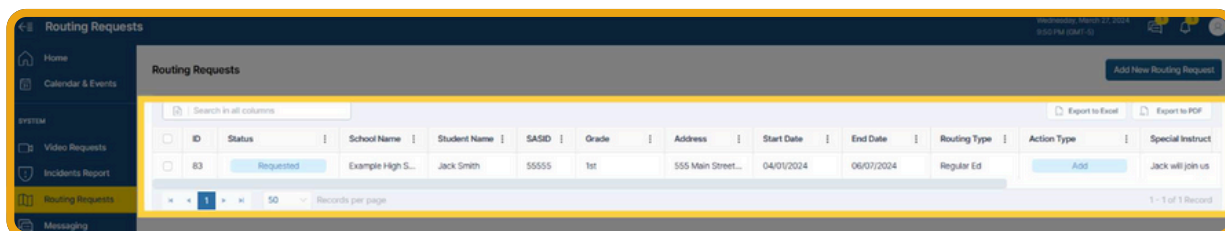
16. Upload File and Send

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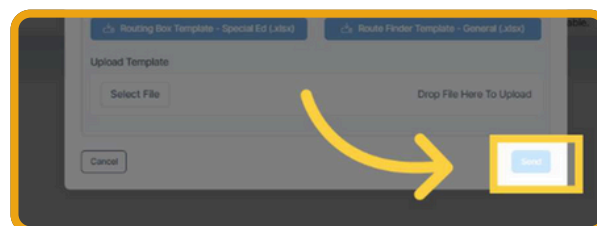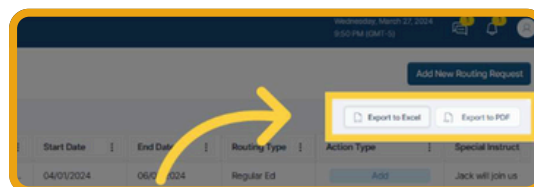

17. Viewing Requests

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.