

## How to Look Up Transportation Data

1. Go to the SAISD website
2. Click on “Employees”
3. Click on “Departments”
4. Click on “Transportation Office”
5. Click on the yellow school bus
6. The **User Name** is: speced
7. Leave the **Password** blank
8. Under “Select Database” click on arrow for the drop menu
9. Select “10 - 11 Spec Ed Routes”
10. Click on the “Open” icon
11. Click on “Students” at the top left-hand side of the screen
12. Next to “School” click on arrow for the drop menu
13. Select a campus
14. Click on “Search”
  - You will see the list of students who are currently receiving transportation services at that campus
15. For individual transportation information, click on the name of the student
  - Here you will find information such as drop-off and pick up times
16. To view another students information, select “Return to List”
17. To log off, click on “Options” at the top left-hand side of the screen
18. Click on “Logout” to exit the website