Creating a TIMS Extract

This document outlines the process used by schools to create a Transportation Information Management System (TIMS) extract file for the district transportation department.

Accessing TIMS File

Access the TIMS Extract using one of the following methods:

Navigation: Start page > System Reports or State Reports > NCDPI Reports tab > Transportation section > TIMS Extract

Extracting a TIMS File

Reports									
System ReportWorks Dashboards	Engine Setup NCDPI Reports sqlReports 4								
North Carolina Specific Reports	Description								
North Carolina Traditional Report Card	The traditional report card for K-12 schools for the state of North Carolina.								
North Carolina Transcript	The high school transcript for the state of North Carolina.								
Graduation Planner	Description								
Diploma Assessment	Find out which students are at risk for graduation.								
Military	Description								
Military	View/Edit Military Connected Students								
Missing Military	Review records that have not had Military Connected status set								
Non Military	View/Edit Non Military Connected Students								
Transportation	Description								
TIMS Extract	NC TIMS Extract. Right Click link and choose Save As								
Auto Dialer Extracts	Description								
Student Parent Content	Parent and Emergency contact data								

- 1. Right-click the **TIMS Extract** link and select the option to save the extract, for e.g. Save Target as.
- **2.** A File Download box will appear.

Note: The length of time for the **File Download Box** to appear varies on the size of the school district running this process. Larger school districts may experience a longer wait time as all student information is compiled in the TIMS Extract.

3. In the **File Download Box**, browse to the location to save the file and rename the TIMS Extract as needed, for e.g.: "[Date]newstu.txt".

Note: Be sure to leave the file type as `.txt'.

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C30		Sawyer	1186	10 ME 101 Meg	tradi il dii tai dagi depattan, di-	Newton	1851 -21661	NC
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C10					the local distances of the	Claremont	1807 189611	NC
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