

How to Request School Bus Service

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1. Login to the PowerSchool Parent Portal

The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A "Sign In" button is located at the bottom right of the form.

2. Once Logged into PowerSchool, select "**Enrollment & Student Forms**" on the left side navigation pane.

3. Choose the "**Transportation**" Tab

The screenshot shows the "Online Enrollment Packet - Return to Home Page" interface. At the top, there is a navigation bar with several tabs: "Instructions", "Student Information", "Primary Household", "Secondary Household", "Siblings", "Emergency Contacts", "Authorized Pick-Up", "Health Information", "Transportation", "FERPA", and "General Waivers". The "Transportation" tab is highlighted with a red circle. Below the navigation bar is a section titled "INSTRUCTIONS FOR COMPLETING THE ONLINE FORMS" with a paragraph of text explaining the process.

4. On the "**Transportation**" Tab, mark **YES** to request bus service, then select "**Submit**"

The screenshot shows the "Online Transportation Request" form. At the top, there is a navigation bar with several tabs: "Transportation", "Instructions", "Student Information", "Primary Household", "Secondary Household", "Siblings", "Emergency Contacts", "Authorized Pick-Up", "Health Information", "FERPA", and "General Waiver". The "Transportation" tab is highlighted with a red circle. Below the navigation bar is a section titled "Is school bus transportation requested for the 2018-19 school year?". There are two radio buttons: "YES" and "NO". The "YES" radio button is selected and highlighted with a red circle. Below the radio buttons is a "NOTE" section with text: "NOTE: This is for Home-to-School and School-to-Home bus service only. Out-of-District Transfer Students are not eligible for bus service to/from their home." At the bottom right of the form is a "Submit" button.