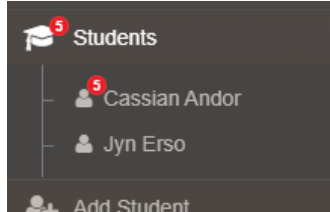


New Student Bussing Registration

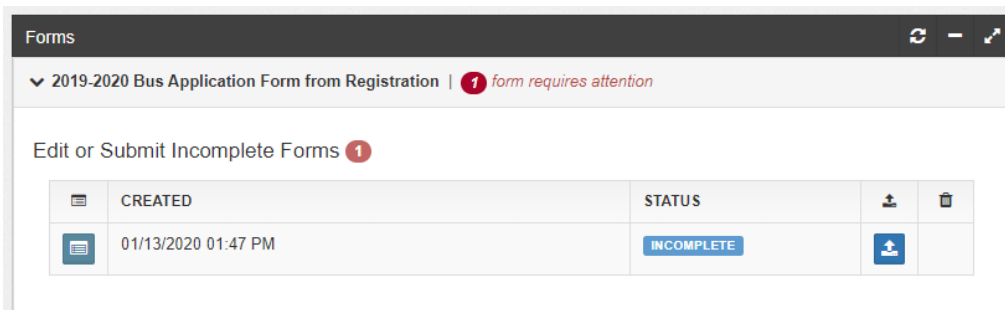
Transportation Sign-Up Steps:

Will only work if requested a transportation form during initial registration. If not, will have to wait until the student has been approved and access the "Current Student" process, or contact your school's office to have a form assigned.

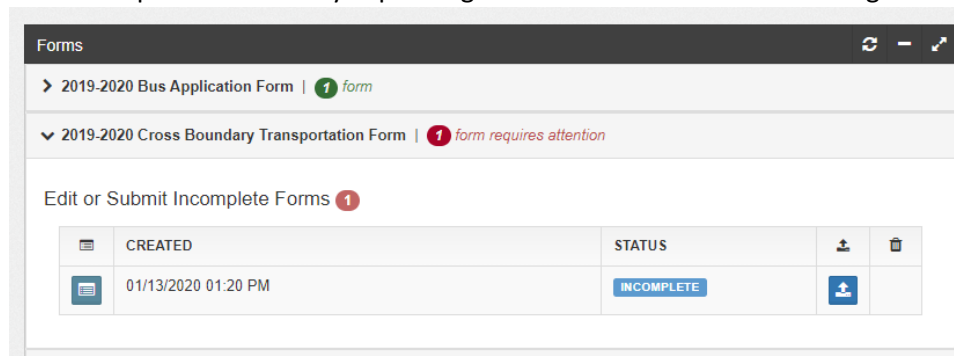
1. Log into SchoolEngage with the password and email you created for initial registration.
2. Select the student that you requested transportation for underneath the "Students" menu on the left side and enter their profile by clicking on their name. They will have a red notification next to their name.



3. Select the form to complete by expanding the form with the arrow on the left and clicking on the blue form button on the left of the table.



4. Correctly complete the appropriate fields in the form and on the last page hit the "Submit" button to submit the form to the transportation department.
 - a. If there is information that is incorrect on the form that cannot be corrected, please contact your child's school to have this information changed. Let them know that this is data pulled from your child's registration form.
5. If you have selected that this is a cross boundary application, you'll notice that another form has been assigned to the student. Please complete it as well by expanding the form information and clicking the blue form button.



6. You will receive an email notification when the applications have been processed.
7. To apply for transportation for multiple students, continue from Step 1 for each individual student.