Registering for Busing

In order to register for Busing, students have to be registered and approved in a GPPSD school, as well as being eligible for busing.

Parents will have received an email once your student registration has been approved at your school with their PowerSchool Parent Portal information. Please **check your Junk Mail Folder** if you feel you didn't receive it. The email looks like the picture to the right.

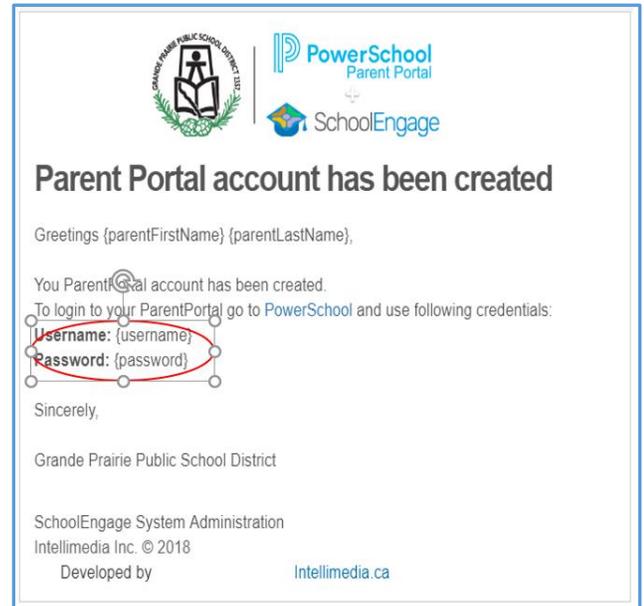Check our Bussing Eligibility Button on our website to determine eligibility for bussing.

To be eligible for a bus pass a student must live within the Grande Prairie city limits and
1. attending Kindergarten to Grade 3 and living 1.7 km or more by the shortest route from the closest school within the attendance boundary
2. attending grades 4 to 12 and living 2.4 km or more by the shortest route from the closest school within the attendance boundary.

There are some exceptions to the above rules, see our Website for more information.
https://www.gppsd.ab.ca/transportation/eligibility

Please see the following pages for instructions on how to Sign into your Parent Portal and School Engage, to submit your application for Busing.

Parent Portal account has been created

Greetings {parentFirstName} {parentLastName},

You ParentPortal account has been created.
To login to your ParentPortal go to PowerSchool and use following credentials:
Username: {username}
Password: {password}

Sincerely,

Grande Prairie Public School District

SchoolEngage System Administration
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If you have never signed into your PowerSchool Parent Portal click on the link in the email, it will take you to the PowerSchool Parent Portal.

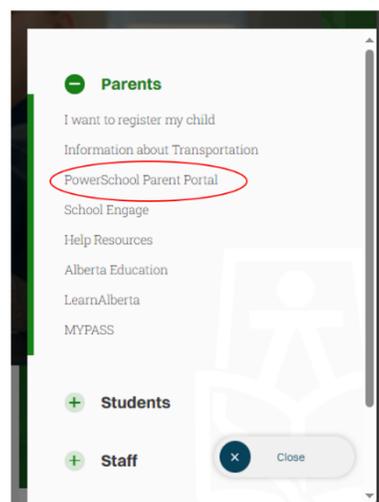Or click on the link on the Division website.

www.gppsd.ab.ca
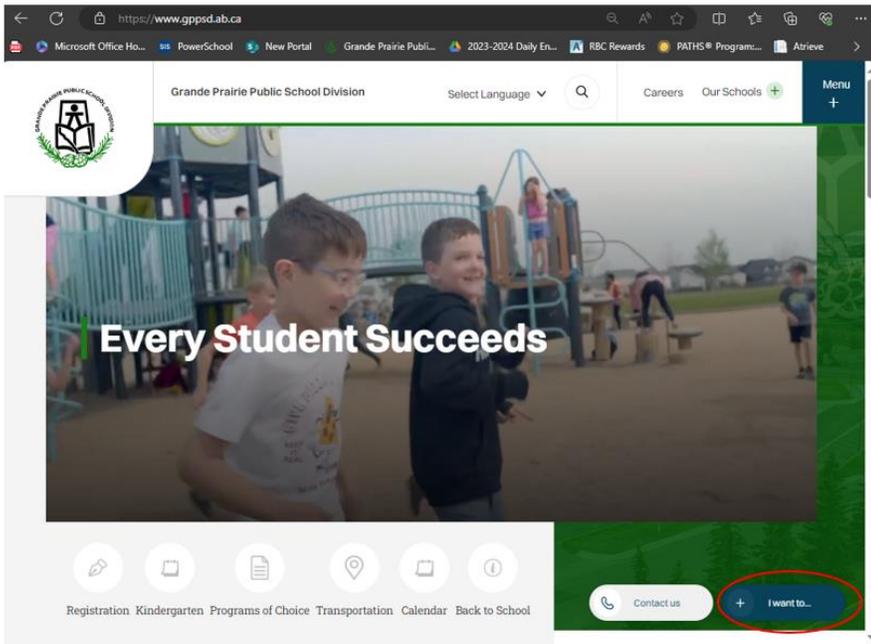
On the Division Website

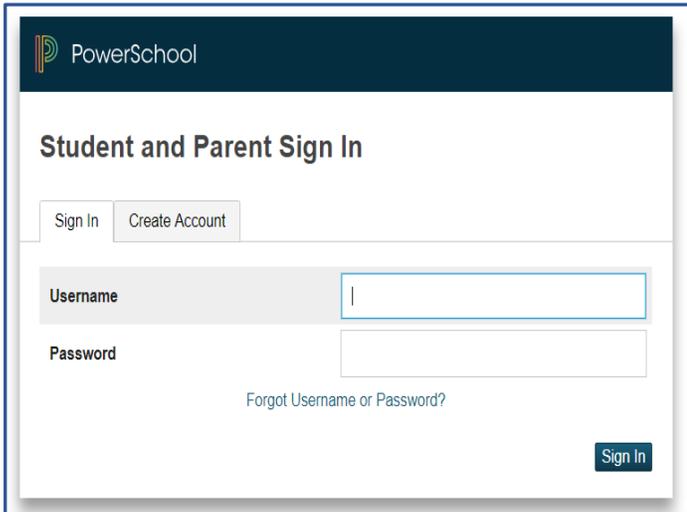To find the PowerSchool Parent Portal Link

Click I want to…
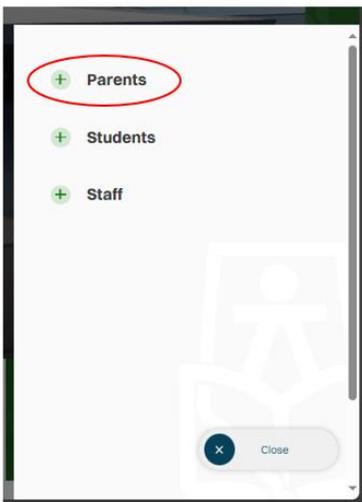
Select

+Parents

Select

PowerSchool Parent Portal

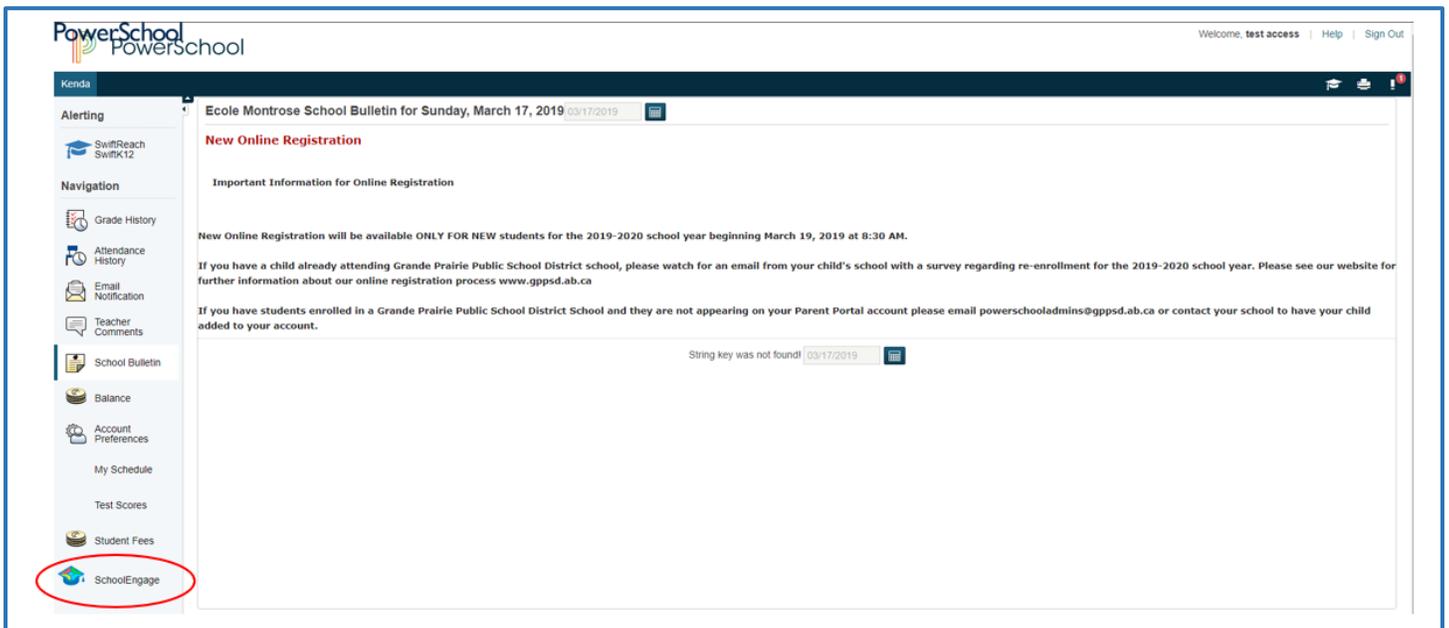If you are having trouble with your login or password, please contact the school

Login with the Username and Password from the email initially sent with your to access your form to complete.

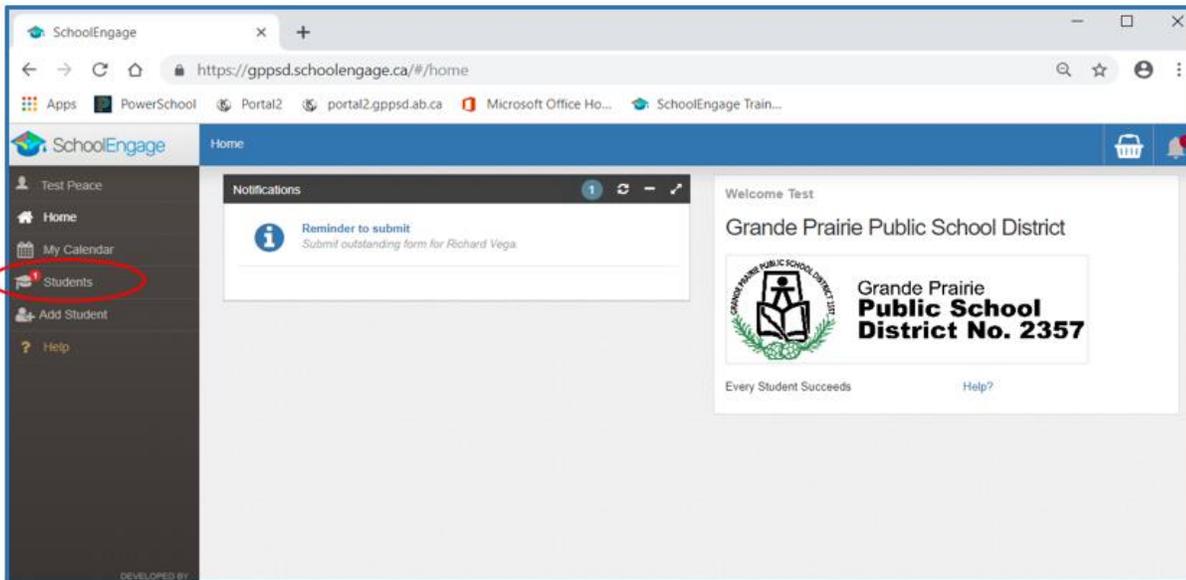The system will ask you to reset your password, if you haven't previously signed in.

Once you sign in the PowerSchool Parent Portal Home Page will open.

Click the School Engage icon as circled in red, to take you to School Engage.

This is the School Engage Home Page

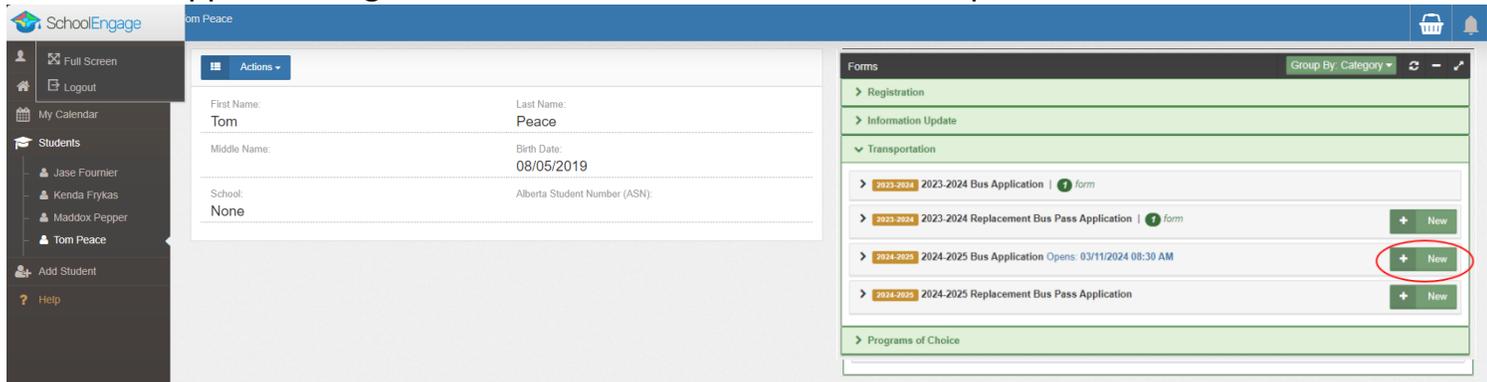On the left Navigation Menu select Students,

This is the list of all the students attached to your account.

Completing a Form

Once student is saved or selected from the student list, the system displays the Student Page where the applicable registration form can be selected and completed


Select the **Bus Application (for the correct school year)**.

Click on the Bus Application, to complete the form click on *New*.

Once *New* is clicked, the Bus Application will appear and can be filled out. Following are the options and considerations when completing a form:

- Mandatory fields are bordered in red. You will not be permitted to progress to the next page until they are completed.
  - If a mandatory field is missed, a warning pop up will appear.
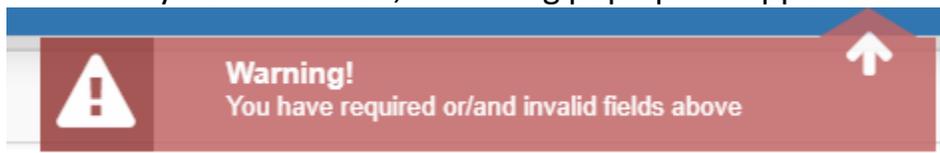
- Fields with specific format will display a hint.
- Arrow buttons, and page number buttons, are available to navigate through the form.

- Completion status is displayed at the top of the page.

- To save page click on Save located at the top of the page. Data is also automatically saved as each step is completed. A form can be started and completed later.
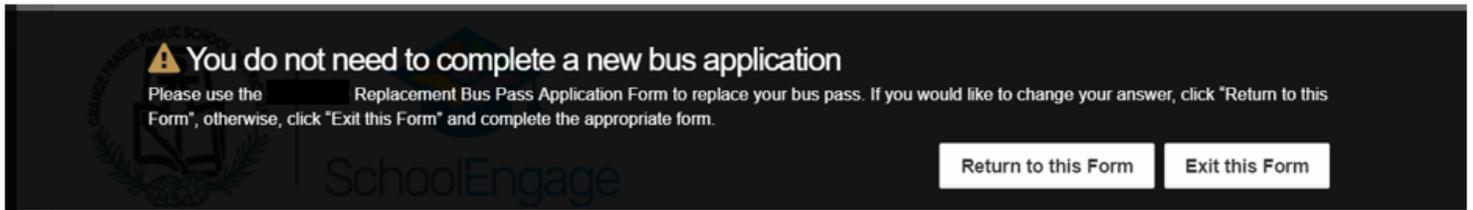
Entering Information

- Some fields have a specific format such as phone numbers etc. 403-555-5555 and postal codes must have Capitals and #'s T8V4R5, no space
- There is an X on the right side of any box –If you have made a mistake in a field, you can click on the X to clear it and then continue.
- To go back to the previous screen, you can use the page numbers at the top, but only if you have completed the mandatory information on the screen that you are currently on.
- Make sure to Save at any time, you can also leave the Application and come back at any time.
- When the registration is submitted you will receive an email confirming that it was submitted.

Completing the Bus Application Form

The first page will ensure you are applying for the correct year of Busing.
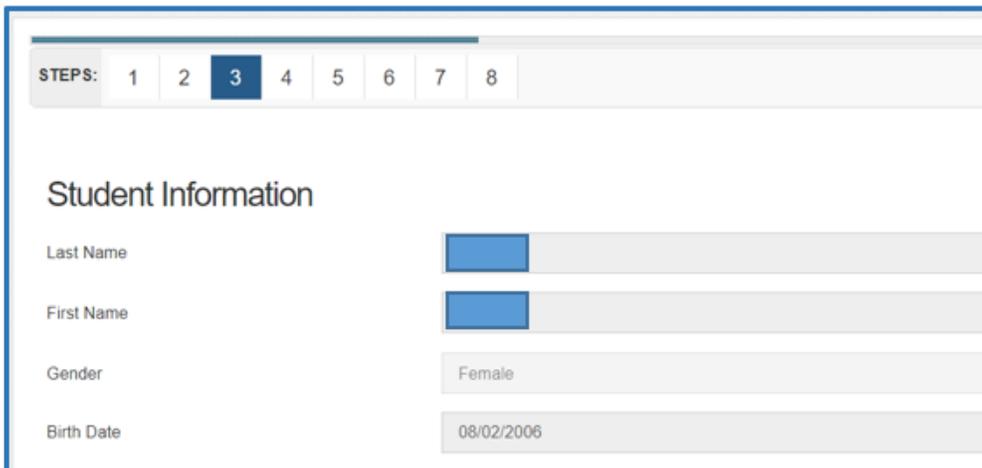
Replacement bus pass applications will be completed through a different Application Form within your School Engage account. If you get this pop up message please click "Return to this Form" and Answer "No" to the question "Are you applying to replace a lost or damaged bus pass?"

⚠ **You do not need to complete a new bus application**

Please use the _____ Replacement Bus Pass Application Form to replace your bus pass. If you would like to change your answer, click "Return to this Form", otherwise, click "Exit this Form" and complete the appropriate form.

SchoolEngage

| Return to this Form | Exit this Form |

The next screen outlines the Bus Pass Eligibility, Busing for Non-Eligible Students, Bus Safety Rules and Other Details. You must click the box that indicates you have read and agree to the Bus Service Rules.

✔ I have read and agree to the above bus service rules

Student Information

STEPS: 1 2 **3** 4 5 6 7 8

Student Information

Last Name	
First Name	
Gender	Female
Birth Date	08/02/2006

Student Information will prepopulate from PowerSchool

Siblings on the bus

Siblings on the bus

Due to assigned seating on the bus, we attempt to seat siblings together. Transportation requires the siblings first name, last name and school to try and make this possible. **This is not an application for all of your children. You will be required to complete a Bus Application for each child.**

Are there other siblings that ride the bus?

Are there other siblings that ride the bus?

If any siblings ride the bus or another bus, please enter the information once you click the box.

Sibling #1

Sibling #1 First Name Last Name	Sibling #1 First Name Last Name
Sibling #1 School	Sibling #1 School

Current Address Information

STEPS: 1 2 3 4 5 6 7 8

Current Address

Mailing Address	10203 124A Ave
City	Grande Prairie
Province	Alberta
Postal Code	T8V 6J2
Is the above address information is current and correct?	Is the above address information is current and correct? This field is required.

Your current address information pulls from PowerSchool.

Please answer the question "Is the above address information current and correct?"

If "Yes" the form will let you continue.

If the information is incorrect and needs to be updated, the pop up box below will appear.

⚠ Contact your child's school

Please contact your child's school in order to correct your current address information. Once that is done, create a NEW transporation application form.

Return to this Form   Exit this Form

You will need to contact the school, revise your address and complete the form once the address has been updated at the school.

School Information

School Information will prepopulate from PowerSchool

If your child is in a program at their school, select the Program

Contact Information

Ensure the phone information is correct.

Busing Information

Answer all the questions in this section

The form will ask you to confirm the Busing to school address pick up from and drop off to

Potential Payments

Potential Payments

Please check your child's busing eligibility here: http://edulog.gppsd.ab.ca/livewq/webquery/

Based on your distance from your designated school and the program your child is currently in, there may be a fee assessed before busing can be provided.

Parents are responsible for payment until the bus pass is returned to the Transportation Office.
15 days notice is required to cancel pre-authorized debit.

☐ I accept any potential cost that may be assessed based on my child's busing requirements
This field is required.

Some busing is not available for free, parents may choose to pay to have their child ride the bus if a route is available. The Transportation will contact you if this is the case and payment will be required prior to a bus pass being available to the student.

Complete the Declaration

The processing of the bus pass application may take up to 10 working days, except at the start of the school year. If you have applied after the June 30 application deadline, your application will be processed in the order that it is received. The parent/guardian is responsible for the transportation of the student until they receive their bus pass from the school.

For information about bus pass eligibility, contact GPPSD Transportation Coordinator Connie Hartel at 780-539-7419.