

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.

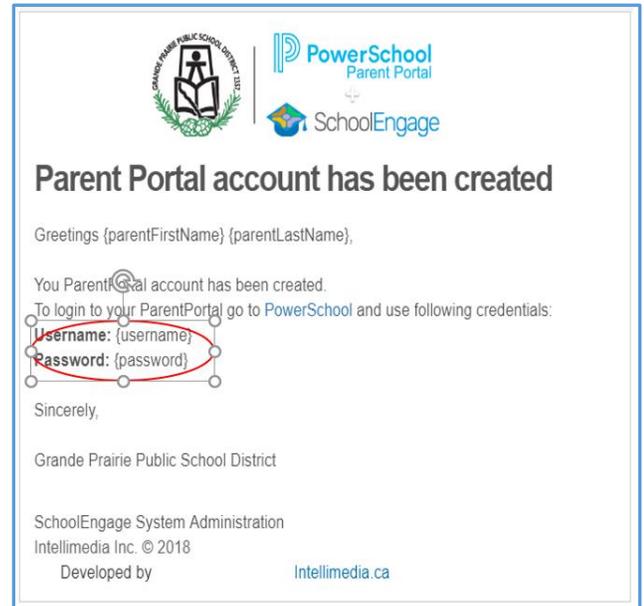
To be eligible for a bus pass a student must live within the Grande Prairie city limits and

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.

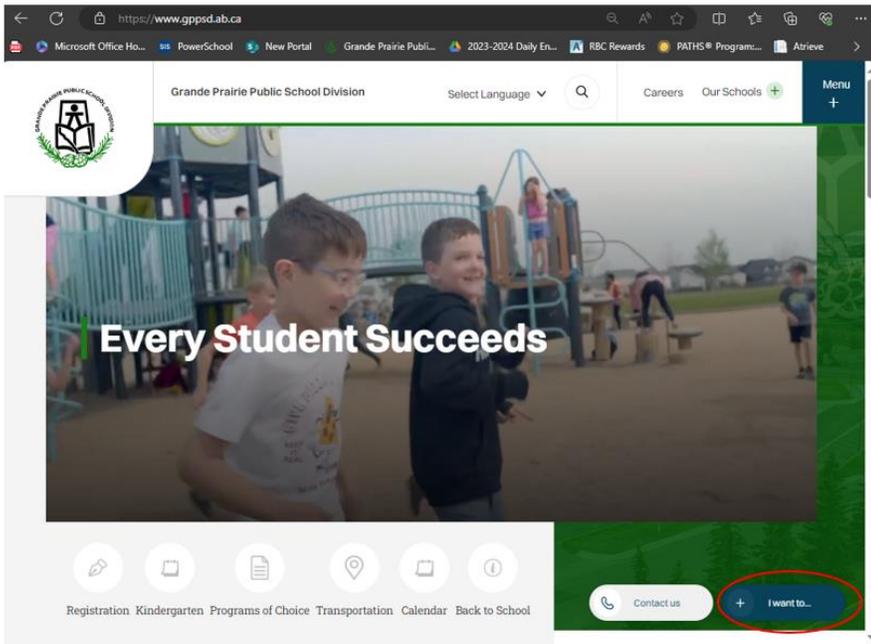




If you have never signed into your PowerSchool Parent Portal click on the link in the email, it will take you to the PowerSchool Parent Portal.

Or click on the link on the Division website.

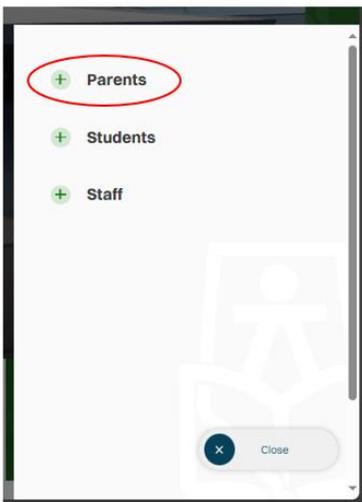
www.gppsd.ab.ca



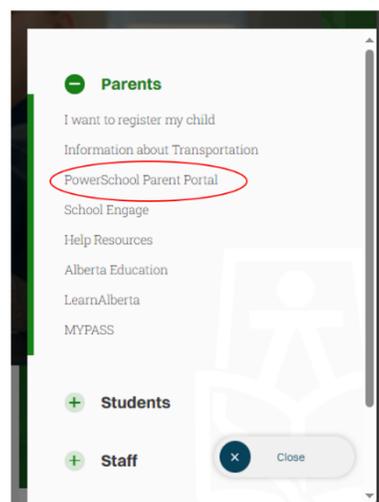
On the Division Website

To find the PowerSchool Parent Portal Link

Click I want to...

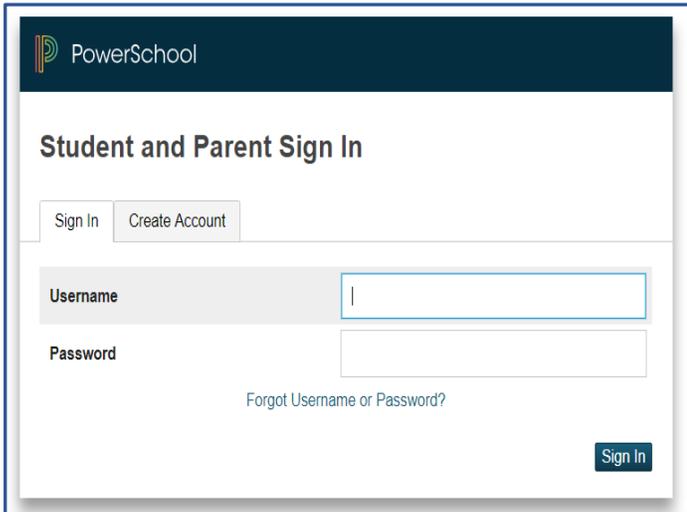


Select
+Parents



Select
PowerSchool Parent Portal

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

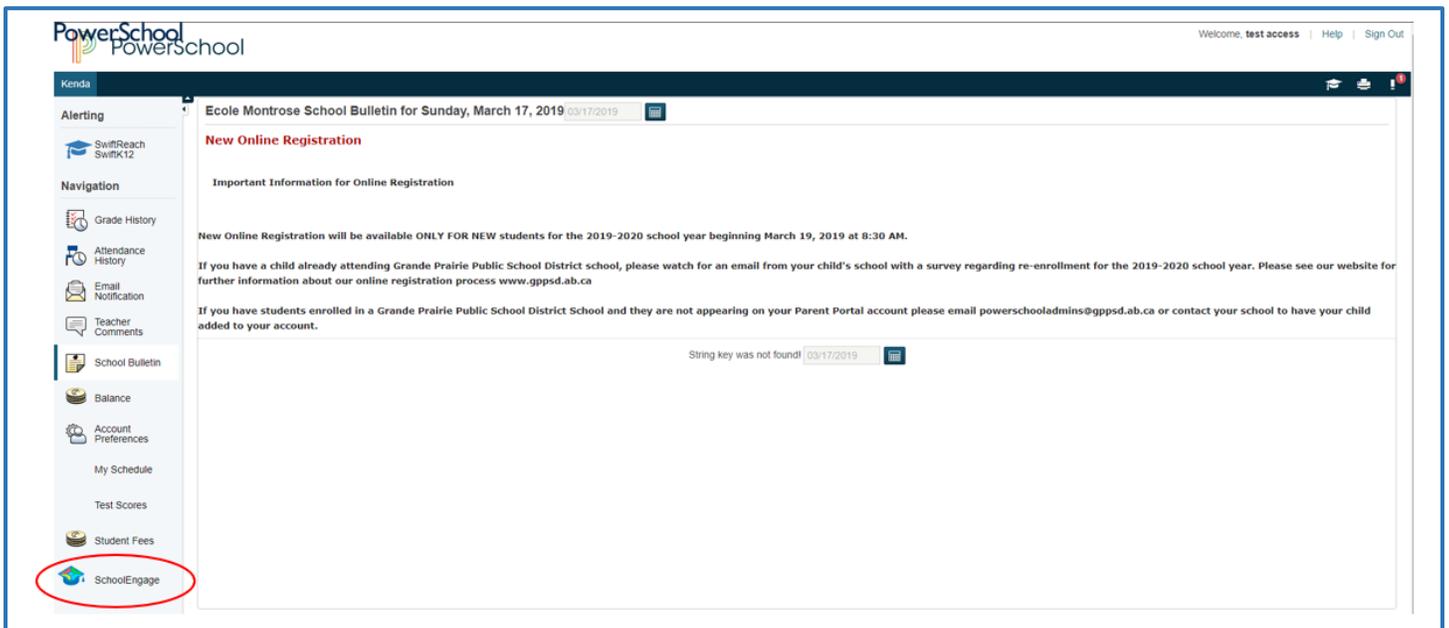


The image shows the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located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

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.

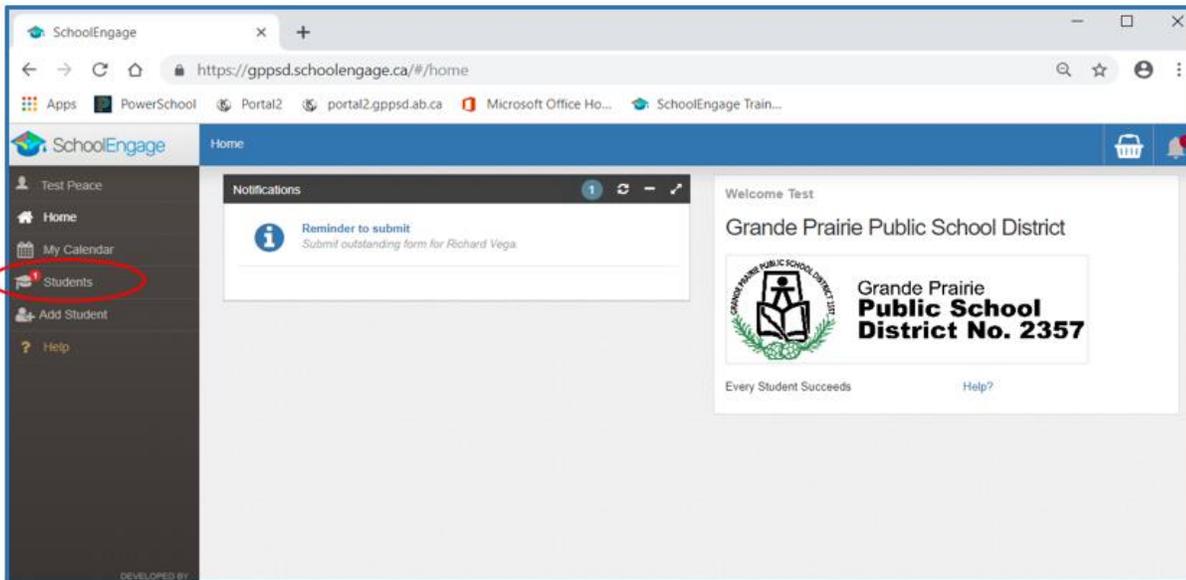
Once you sign in the PowerSchool Parent Portal Home Page will open.



The image shows the PowerSchool Parent Portal Home Page. The top navigation bar includes the PowerSchool logo, the user name "Welcome, test access", and links for "Help" and "Sign Out". A sidebar on the left contains a "Navigation" menu with icons and labels for: Alerting, SwiftReach, SwiftK12, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Balance, Account Preferences, My Schedule, Test Scores, Student Fees, and SchoolEngage. The "SchoolEngage" icon is circled in red. The main content area displays a "New Online Registration" bulletin for Sunday, March 17, 2019. The bulletin text states: "New Online Registration will be available ONLY FOR NEW students for the 2019-2020 school year beginning March 19, 2019 at 8:30 AM. If you have a child already attending Grande Prairie Public School District school, please watch for an email from your child's school with a survey regarding re-enrollment for the 2019-2020 school year. Please see our website for further information about our online registration process www.gppsd.ab.ca. If you have students enrolled in a Grande Prairie Public School District School and they are not appearing on your Parent Portal account please email powerschooladmins@gppsd.ab.ca or contact your school to have your child added to your account." Below the bulletin is a message: "String key was not found! 03/17/2019".

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,

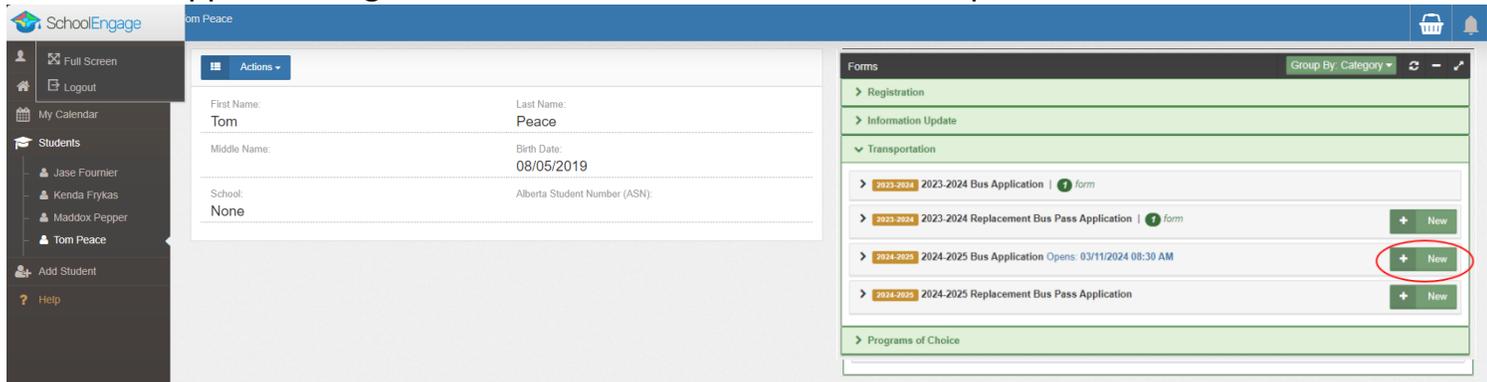


This is the list of all the students attached to your account.



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



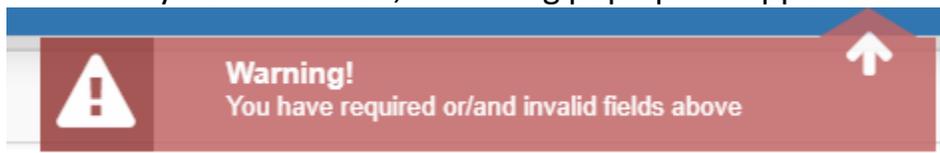
The screenshot shows the SchoolEngage interface for a student named Tom Peace. The student's profile information is displayed in a table-like format. To the right, there is a 'Forms' section with a list of bus applications. The '2024-2025 Bus Application' entry has a 'New' button circled in red.

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

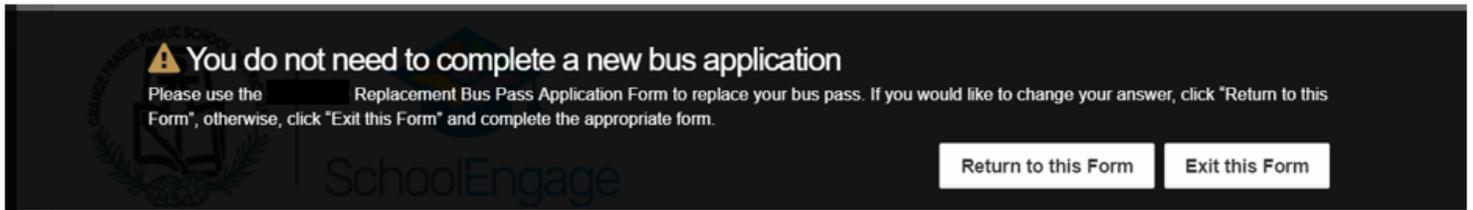
- Some fields have a specific format such as phone numbers etc. 403-555-5555 and postal codes must have Capitals and #'s T8V4R5, no space
- **There is an X** on the right side of any box –if you have made a mistake in a field, you can click on the X to clear it and then continue.
- To go back to the 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 screenshot shows a web browser window with the title "2024-2025 Bus Application - Maddox Pepper". The page header includes "2024-2025 Bus Application" and "Maddox Pepper" with a "Close" button. A progress bar at the top shows "STEPS: 1 2 3 4 5 6 7 8 9 10" with step 1 highlighted. The main content area features the Grande Prairie Public School Division logo and the title "2024-2025 GPPSD Bus Pass Application". A disclaimer states: "The information requested on this form is being collected pursuant to the Education Act (Student Record Regulation), the Freedom of Information and Protection of Privacy (FOIP) Act, and the Canadian Charter of Rights and Freedoms, Section 23. Information acquired through this form is kept secure and access is restricted." Two dropdown menus are visible, both with red borders and "This field is required." error messages below them. The first dropdown is labeled "This bus application is for the 2024/2025 school year?" and the second is labeled "Are you applying to replace a lost or damaged bus pass?". At the bottom, a blue link states "You can submit form after 03/11/2024 08:30 AM."

The first page will ensure you are applying for the correct year of Busing.

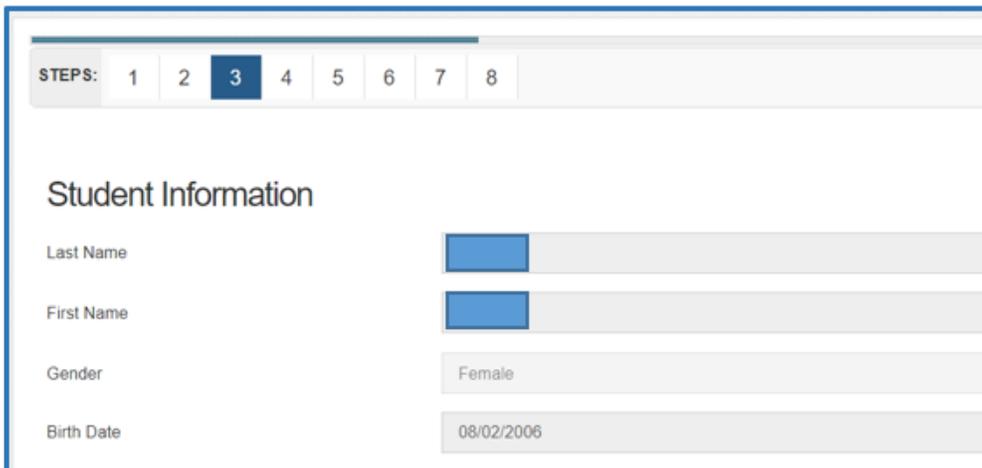
Replacement bus pass applications will be completed through a different Application Form within your School Engage account. If you get this pop up message please click "Return to this Form" and Answer "No" to the question "Are you applying to replace a lost or damaged bus pass?"



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.

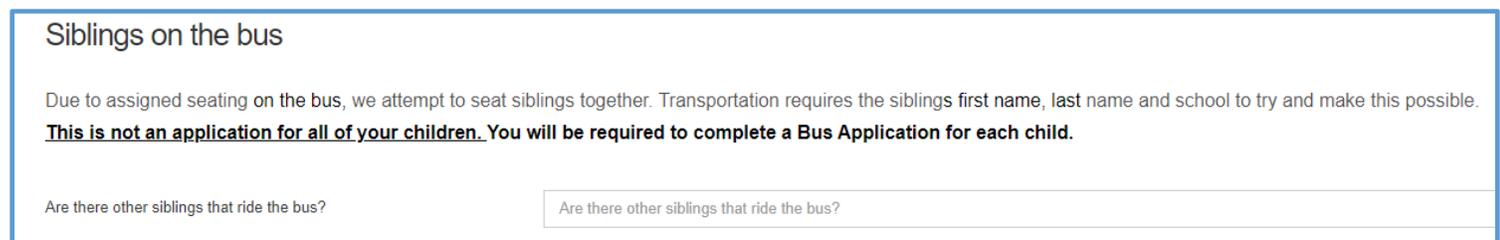
I have read and agree to the above bus service rules

Student Information



Student Information will prepopulate from PowerSchool

Siblings on 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? <small>This field is required.</small>

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.

Current Address
⚠ 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 transportation application form.

City: Grande Prairie

[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

STEPS: 1 2 3 4 5 **6** 7 8 9 10

School Information

School: Ecole Montrose School

Grade: Grade 5

Program: French Immersion

Are the above school and grade information correct for the 2024-2025 school year? yes

School Information will prepopulate from PowerSchool

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

Contact Information

Contact Information

Home Phone: Home Phone
This field is required.

Alternate Phone: Alternate Phone

Alternate Phone Description (Eg. Grandparents/Babysitter): Alternate Phone Description (Eg. Grandparents/Babysitter)

I need to change the Home Phone contact information

Ensure the phone information is correct.

Busing Information

My child will be riding the bus regularly: yes

Do you require busing to school?: yes

Pick-up address in the morning:
 Pick-up Address Pick-Up City Pick-up Province
This field is required. This field is required. This field is required.

Do you require busing home after school?: yes

Drop off address after school:
 Drop-off Address Drop-Off City Drop-off Province
This field is required. This field is required. This field is required.

Pick-up and drop off addresses should be the same as the student's registered residential address. If another address is required I understand that it is contingent on First Student Canada having room on the bus for that route. I also understand that First Student will not change their routes to accommodate non-residential bus requests.
This field is required.

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.