



Placing a Student on Bus Transportation

1. Before the school year begins

All returning students and students registered in the summer will be routed well before the first day of school. If they are a returning student the parents will mark that they need bus transportation on the online form during the Online Annual Registration process. If the student is a newly registering student the process is as described in number three below, but it would occur before school starts.

2. Existing student now needs transportation

If a parent needs bus transportation after the registration process, they will need to contact their campus PEIMS staff member. The PEIMS staff member will enter Skyward and select "Bussing" - "Transport" - "Add". They will then check the "Transported" box. The PEIMS Coordinator will run a report by approximately 11:00 a.m. to pull any new students that require bussing in Skyward. If there are new or existing students will upload them into the First Student Portal. This process takes 2 days to complete.

3. Registration after the year begins

When registering a new student, the campus PEIMS staff member will ask the parents if they want bus transportation for the student. The PEIMS staff member will enter Skyward and select "Bussing" - "Transport" - "Add". They will then check the "Transported" box. The PEIMS Coordinator will run a report by approximately 11:00 a.m. to pull any new students that require bussing in Skyward. If there are new students, the PEIMS Coordinator will upload them into the First Student Portal. First Student completes the routing process (takes 2 days to complete) and contacts the parents and the school with the bus information.

4. First Week

The students registering or going through the Online Annual Registration process during the first week of school will go through the same process as described in number three above.