

07/28/2014

# rSchool Today Overview

***rSchoolToday is the on-line transportation request program used to request a vehicle for staff development or classroom purposes.***

*A link to the site can be found at [www.parkrapids.k12.mn.us](http://www.parkrapids.k12.mn.us) on the Transportation page: rSchoolToday Transportation Requests Program. (Extra - Curricular Activities generally originate and are submitted through the "Activities Scheduler" portion of the software by the Athletic Department.*

<b><i>Username:</i></b>	<b><i>Password:</i></b>
<i>hsstaff</i>	
<i>msstaff</i>	
<i>esstaff</i>	
<i>coach</i>	

## ***Requester Login***

*Please use the correct username for your building or activity.*

***"New Request" tab:***

*Choose the Client and Activity from the drop down list.*

*The "Client" determines who receives your request for approval, make sure it accurately reflects your group or grade.*

*If your request is misdirected your trip will be denied. Fill in the number of passengers and the date of trip.*

## ***Enter Teacher/Coach/sponsor information.***

*In the Remarks/ Comments box also list the: Teacher name, destination, grade level/ department of the Teacher requesting a bus and /or the driver of the van or activity bus. (A license check is required for all school vehicle drivers.)*

*If this trip is billed, indicate who is to be billed.*

*Enter the "Pick-up", "Destination" and "Return" details.*

***Submit your request.***

***Please make your request as complete as possible so it is apparent to all \*who is making the request \*where you wish to go and \*who pays for it.***

***Check to make sure your trip has been scheduled. In the upper right corner, click on "View Transportation Calendar", find the date of your trip, click on the description and verify the details.***

*Your building Principal will receive your request, when it is approved it will go to the Transportation Department and be assigned a vehicle and driver. An e-mail will be sent to the building secretary to be forwarded to the requestor*