

	<b>HCS Bus Tag</b>	
	School Name _____	
	Student Name _____	
	Grade _____	Teacher _____
Bus # _____	Stop Location _____	

## Horry County Schools Bus Tag Instructions for Schools

\*This standardized district-wide template can be generated directly from PowerSchool for all students enrolled from Pre-K through 1<sup>st</sup> Grade. See instructions below.

\*The template contains the student's picture (if available), the student's full name, the student's grade and the student's teacher/homeroom. The teacher that will receive the tag each day and put on the student prior to boarding the bus each afternoon).

\*Two blank lines will be on the tag for the student's teacher to verify on the Interactive maps or through their feeder school's bus office to fill in, these lines are Bus # and Stop Location.

\*No additional information should be present on these bus tags.

## How to Access Student Template Bus Tags Via PowerSchool by Homeroom Teacher

1. Log in into PowerSchool.
2. Switch From District Office mode or verify you are in the proper school of interest in the upper right-hand side of the screen.
3. Click on the Staff tab just below “Start Page” and click on Teachers or find the teacher after clicking on Teacher’s Schedule on the left of the screen.
4. Under Homeroom in the teacher’s schedule, select the number under “Enrollment”.
5. Click the “Make Current Selection” Button.
6. Click “Print Reports”. (About halfway down the list)
7. Under Value at the top of the screen where the questions is asked “Which report would you like to print?” Select “HCS Bus Tags” from the drop down menu after the second “ -- “ divider.

8. Click Submit, a report will generate with bus info and picture of the student.

9. Download the (.pdf) where it says view. Print and fill in the appropriate information for the bus tag.