

Bus Registration Instructions Grades 7-12 using the Aspen Parent Portal:

1. Decide what method you are going to use to pay the fee. Fee is \$250 per child for 1st two children, maximum fee of \$500 per family. **After June 30** the fee increases to \$300 per student with a \$600 family cap.

Options for payment are:

a) Pay online using the link to Unibank on the NPS website

<https://www.norwellschools.org/domain/33> using an electronic check (50 cent bank processing fee) or Amex, Mastercard or Discover (\$10 or \$17.50 bank processing fee depending on number of students registering). Select Bus Fees and the appropriate amount of students. Note the confirmation number as you will need this to register your student.

b) By check or cash mailed or dropped off at Central Office 322 Main Street.

c) Waiver request. See actual registration for more information

2. Log in to your Aspen parent portal (parent usernames are lastname.parentfirstname.fam) (all lowercase) and complete the registration [form](#).

5. Fill in appropriate boxes with payment information. You will need the online payment confirmation number or check number in order to complete the registration. If applying for a waiver, paying cash, or this is your 3rd or 4th child you are registering further instructions are included on the form.

Example

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6. Finalizing the registration: Click the Next and then FINISH Button to submit the form.