



GEO Bus Service Request for the 2026-2027 School Year

Parents & Families - To request bus service, please follow the steps below:

Step 1. Click on the following link to create your Alpha Portal Account

<http://www.alphaportal.app/>

When prompted, select your state, school system, and language preference. Then create your account with your name, email (which will function as your username), phone number and password.

Once you've clicked "Sign Up," you'll receive a verification email to the email you used for your username. Check your spam folder if you did not receive this email. You'll need to click the link in that email to verify your account.

Now, you can sign in to your account.

Step 2. Add your student(s) to the account.

Click "Add New" to add your student.

You can add your student(s) to your account using their name, student ID, school, grade level, and birth date. The student's ID number can be located on your most recent report card or by logging into PoweSchool at <https://geoprepqbr.powerschool.com/public/>.

Repeat the actions above to add multiple students.

If you are unable to add your student, please contact your student's school to make sure you have the correct student ID.

Step 3. Make your transportation request.

Under each student that you add, you will either click "Request Transportation" or "Request Alternate Stop"

Request Transportation – use this option to request transportation to your home address. *If your home address is incorrect in AlphaPortal, contact your child's school to get your address corrected. Once corrected, it will take up to two days to show in AlphaPortal.*

Request Alternate Stop – use this option to request transportation to an alternate address (daycare, grandparents, etc.)

Once your request is processed, you will receive an email and bus information will be visible in AlphaPortal.

DEADLINE TO REQUEST TRANSPORTATION FOR THE FIRST DAY OF SCHOOL IS JULY 17, 2026.