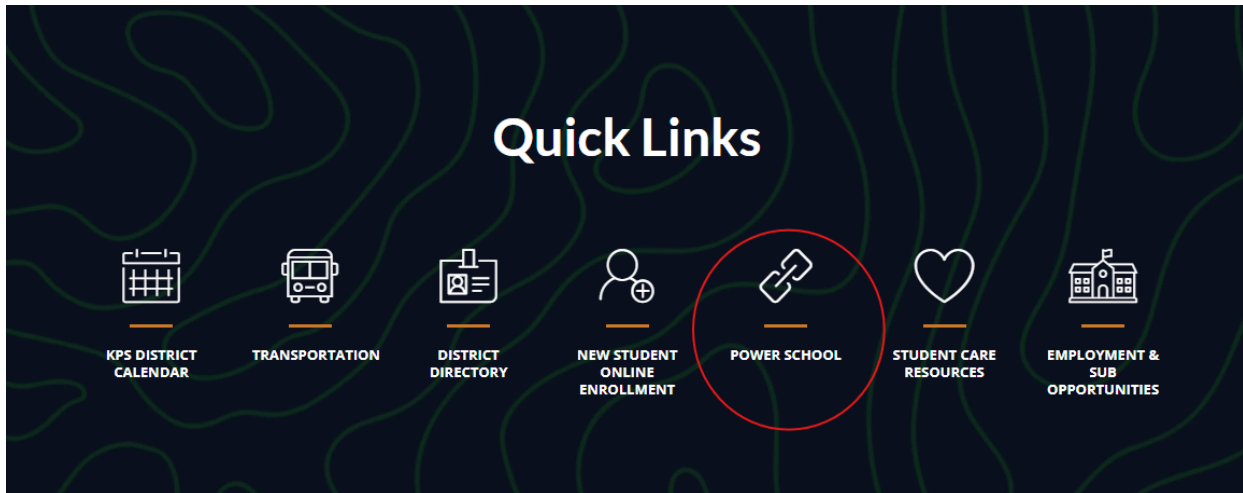


Instructions for parents registering their students for Transportation

1. The first step is to get a PowerSchool parent account setup for your students. If you do not have a PowerSchool parent account already, you will need to email psadmin@sd5.k12.mt.us. If you have multiple children attending school, please be sure to list them all in your email. You will receive an email with your login and password. Bus registration cannot be completed if you are logging in to PowerSchool with your students account.

*If your student attends Crossroads or requires specialized transportation as part of their IEP, please call our office. 406-751-3404. Registration for your student will be done on a different platform.

2. Next, log into your account. You can do this using a web browser or using the PowerSchool app on your phone. One way to get to the Parent Portal is to first go to the home page of our district website, <https://www.sd5.k12.mt.us/>. Near the bottom of the page you will find our Quick Links; choose PowerSchool



You can also find a link to PowerSchool on the drop-down menu under **Parents & Students**.

3. Select the Parent and Student Portal Log In.

[Substitute Log In](#) - This login is for Substitute use only. If you are a substitute and have a question, please contact the school's front office.

[Parent & Student Portal Log In](#) Our district code is WZLK. Please download the app from either [Google Play](#) or the [App Store](#).

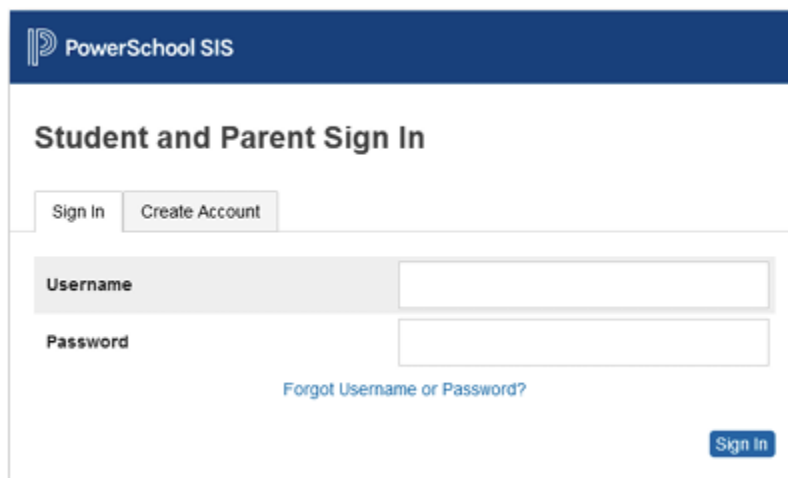
PowerSchool Parent Account Resources:

- [How to Create a New Parent Account](#)
- [How to Add a Student to an Existing Account](#)
- [How to Set up Email Notifications](#)
- [How to Update Your Username and Password](#)
- [PowerSchool Forms Resources](#)

PowerSchool Parent Account Videos

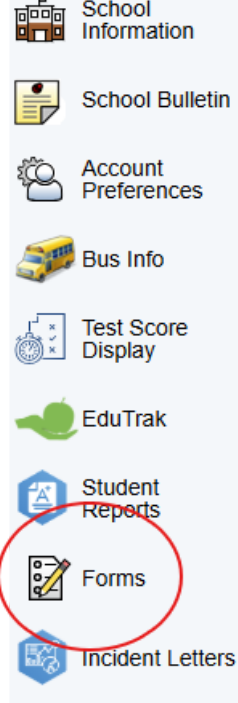
- [How to Create a PowerSchool Account](#)
- [How to Add a Student to an Existing PowerSchool Account](#)

4. Enter your Username and Password. Click Sign In.

The screenshot shows the PowerSchool SIS login interface. At the top is a dark blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (selected) and "Create Account". The "Sign In" tab contains two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right of the form is a blue "Sign In" button.

5. Once logged in, select Forms on the left.

*Please note if you have multiple students you will need to select each student individually. Students' names are listed within the dark blue bar at the top of your screen right under PowerSchool SIS. Forms will not be an option if you have not selected a student.



6. You will see School Bus Registration listed toward the bottom. Select School Bus Registration and fill out all the required fields.

Bus Registration	
Bus Registration	✓ Submitted
Last Entry: 08/04/2026 08:36:27 AM	
Bus Registration: Next Steps	⊘ Not Started

7. When done click Submit. Only click Submit once. If your student's bus stop is less than $\frac{1}{2}$ mile from your residence, our routing software will automatically register your student to the closest stop by the next business day. If you live farther away, please allow up to a week, as registration will need to be done manually.

8. Once your student is registered, you can select Bus Info to see your student's stop time and stop location. During the peak registration months of August and September, please allow a longer response time of approximately 1 to 2 weeks for these fields to be populated.



Account
Preferences



Bus Info



Test Score
Display



EduTrak



Student
Reports