

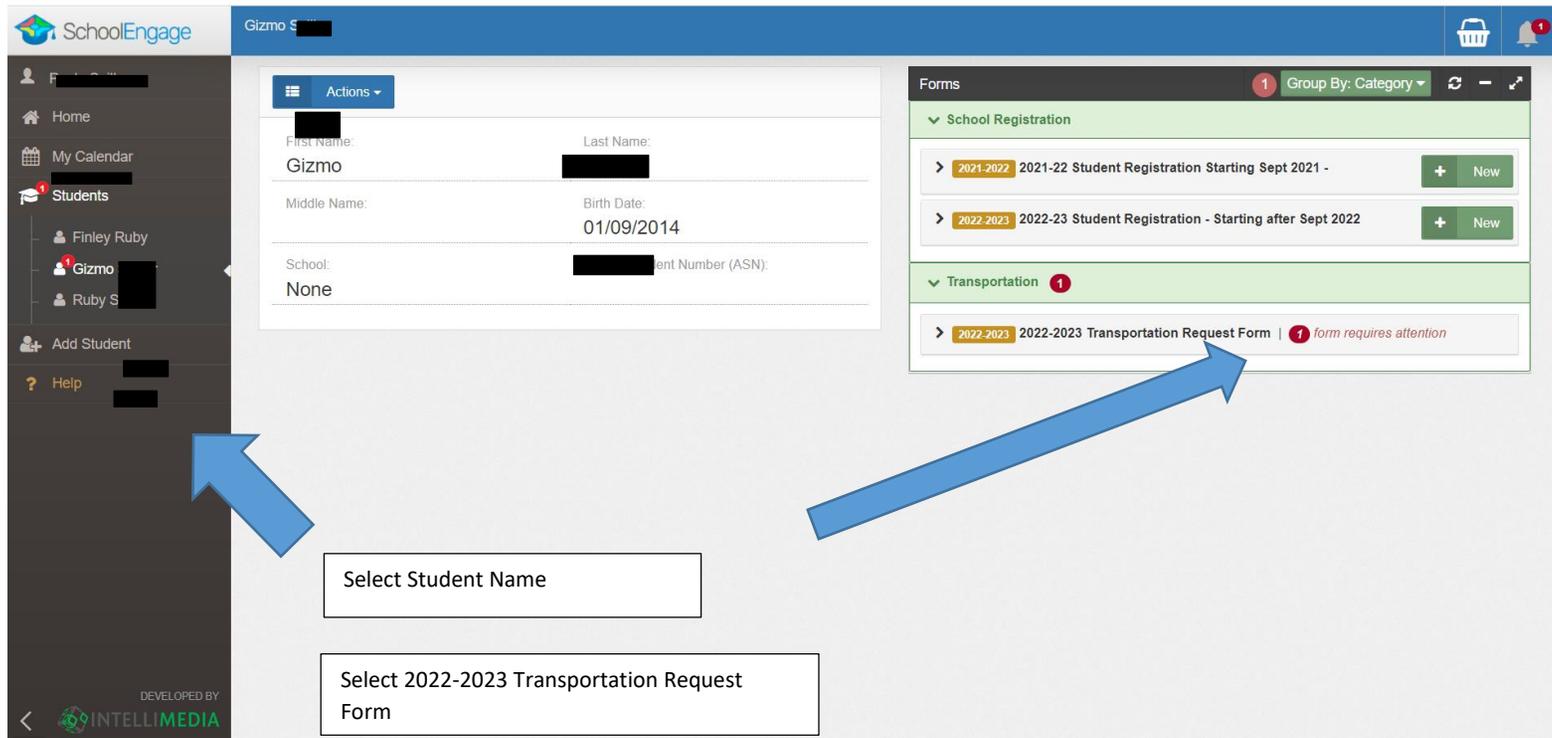
To Register for Busing

Current families: login to your existing [PowerSchool Parent Portal](#). Once logged in, select “School Engage” located in the lower left hand navigation menu. If you have issues logging into this account, please contact your school for assistance.

New families: login to the [School Engage](#) account you created to register your child.

Click on “Students” located on the left hand side of your School Engage screen, then click on the name of the student you wish to register. If your students name is not listed, please contact your school for assistance.

Upon selecting your student, a list of forms will appear on the right hand side of the School Engage screen. Please select the **2022-2023 Transportation Request Form**.



The screenshot displays the School Engage web application interface. On the left is a dark navigation sidebar with the 'Students' menu item highlighted. The main content area is divided into two sections. The top section shows student details for 'Gizmo S...', including fields for First Name (Gizmo), Last Name, Middle Name, Birth Date (01/09/2014), School (None), and Student Number (ASN). The bottom section, titled 'Forms', lists available forms under two categories: 'School Registration' and 'Transportation'. Under 'Transportation', the '2022-2023 Transportation Request Form' is highlighted with a red notification icon and the text 'form requires attention'. Two blue arrows point from text boxes below to the 'Students' menu and the highlighted form.

Select Student Name

Select 2022-2023 Transportation Request Form

Complete the form and select **SUBMIT**.

Please complete ALL student transportation registration forms prior to completing the “Checkout” to receive any applicable family discounts.

Once all forms are completed select the **“basket”** in the top right hand corner, then select the **“Application”** box to select all students, then select the green **“Checkout”** box and proceed to payment. The credit card used for the initial payment will be retained on your School Engage account for all future installments which will automatically be processed on the first of each month until paid in full on January 1, 2023.

The screenshot shows the School Engage interface. The top navigation bar includes the School Engage logo and the text 'Payments / Payments'. On the right side of the top bar, there are icons for a shopping basket with a '1' notification and a bell with a '3' notification. A blue arrow points from the top right towards the basket icon.

The main content area is titled 'Basket' and contains a red warning message: 'Please complete ALL student registration forms prior to completing the 'Check Out' by clicking on each student information tab to the left of this page. Once all registrations are completed and are visible below, click on the top check box (all students will be selected) then click the green 'CHECKOUT' button at the bottom of the page. You will then be directed to the payment page to complete the payment. Applicable family discounts are applied only when ALL forms are checked out at the same time and will be reflected in the final payment page.' Below this is a note: 'NOTE: Registration forms are not fully submitted and cannot be viewed by Transportation Services until forms are checked out and payment is complete and submitted.'

Below the message is a table with the following columns: APPLICATION, PRODUCT, DESCRIPTION, and AMOUNT. The table contains one main row for 'Student, Fake - 2022-2023 Transportation Request Form' with a checked checkbox. Underneath this, there are two rows for '2022 Normal 2.4km or farther (Recurring)' with a subtotal of 'CAS20.00 (+CAS180.00 recurring)'. At the bottom of the table, there is a 'Subtotal' row showing 'CAS20.00' and a 'Recurring Payments' row showing 'CAS180.00'. A green 'Checkout' button with a checkmark is located at the bottom of the basket area. A blue arrow points from the bottom towards this button.

On the left side of the interface, there is a dark sidebar with navigation options: Home, My Calendar, Students, Add Student, and Help. A blue arrow points from the 'Application' label to the 'Students' option.

On the right side, there is a 'History' section with the text 'No payments, try refresh'. A blue arrow points from the top right towards the 'Basket' label in this section.

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