

Document Status: Active

Purpose: Guideline to assist with finding the 'Bus Requests and Bus Changes' form in PowerSchool. This form is used to request the following services:

- To request a new bus service (current year or upcoming year)
- To change an existing bus service (ie. address/cancellation)

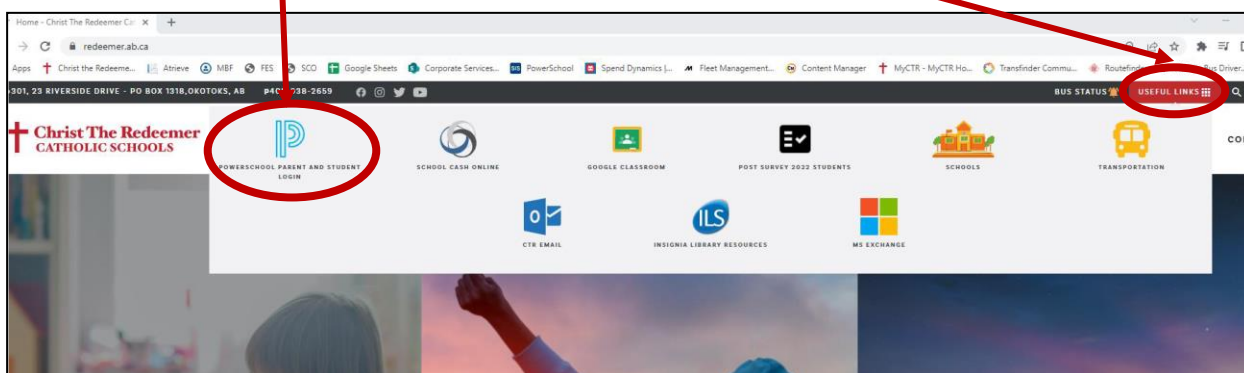
Steps:

1. Go to the Christ the Redeemer Website at www.redeemer.ab.ca

2. Login to the PowerSchool Parent Portal

2.1. In the top right-hand corner click on 'USEFUL LINKS'

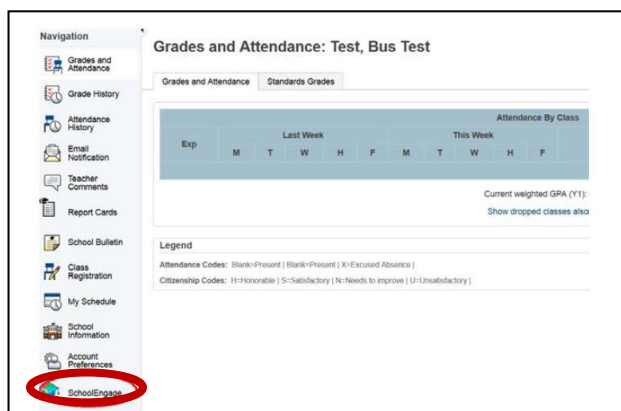
2.2. Then click on 'POWERSCHOOL PARENT AND STUDENT LOGIN'



3. Access SchoolEngage

Note: you will need to use a web browser as you will not be able to navigate to SchoolEngage using the PowerSchool App.

3.1. In PowerSchool, Click on SchoolEngage

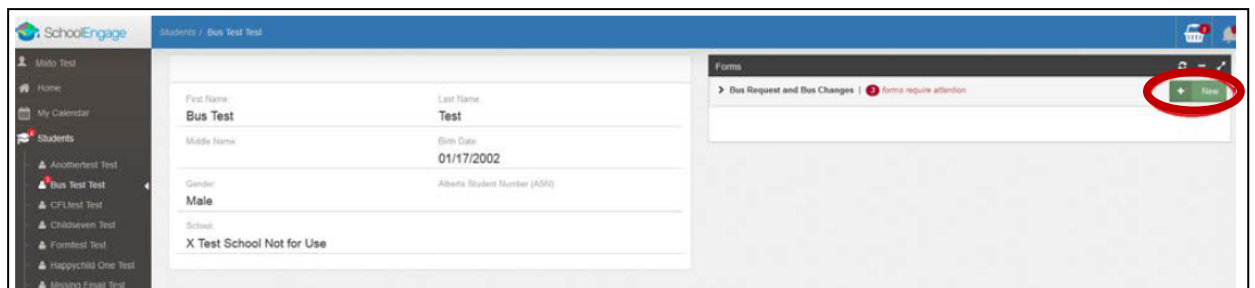


- 3.2. Once in SchoolEngage, click on 'Students', and then select the student you are submitting the bus request for.

Note: you will need to submit a separate bus form for each child.



- 3.3. Once you select your child, click on 'NEW' next to Bus Requests and Bus Changes under forms.



- 3.4. Once you are done filling out the form, hit 'Submit'. The transportation team will see your filled out form and be able to process your request.