

Document Status: Active

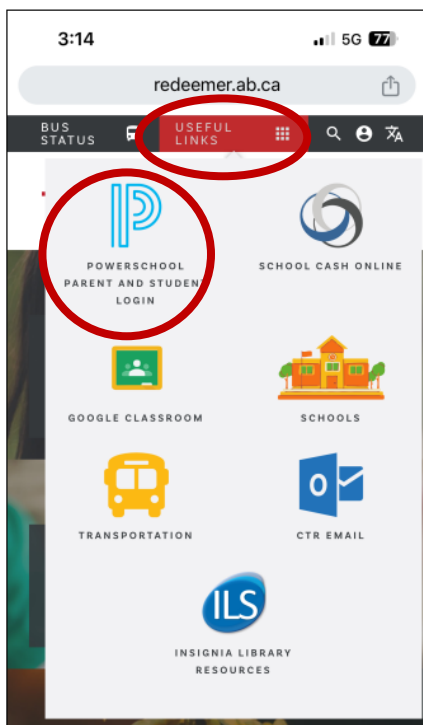
Purpose: Guideline to assist with finding the 'Bus Requests and Bus Changes' form in PowerSchool using a Smartphone. This form is used to request the following services:

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

IMPORTANT: You cannot access the bus forms through the PowerSchool App, you must open a web browser app (Google Chrome, Edge, Safari ect.) and follow the steps below.

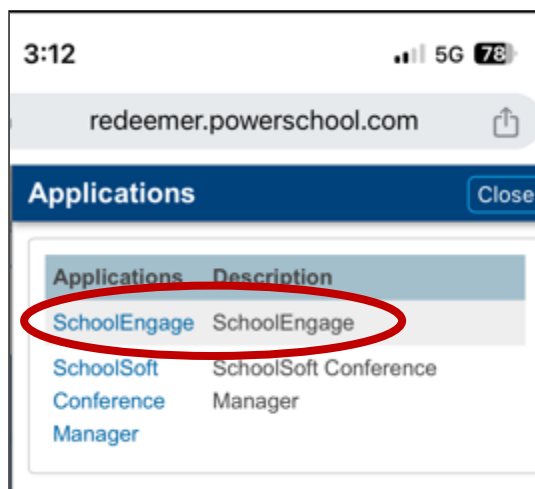
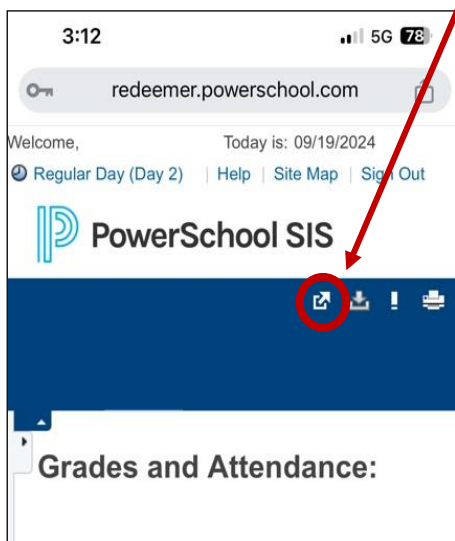
Steps:

1. Go to the Christ the Redeemer Website at www.redeemer.ab.ca
2. Login to the PowerSchool Parent Portal
 - 2.1. Tap on 'USEFUL LINKS'
 - 2.2. Then tap on 'POWERSCHOOL PARENT AND STUDENT LOGIN'



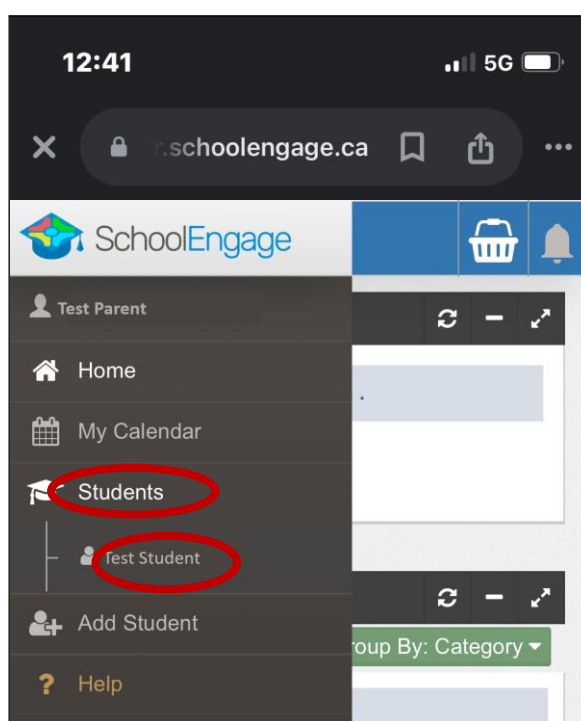
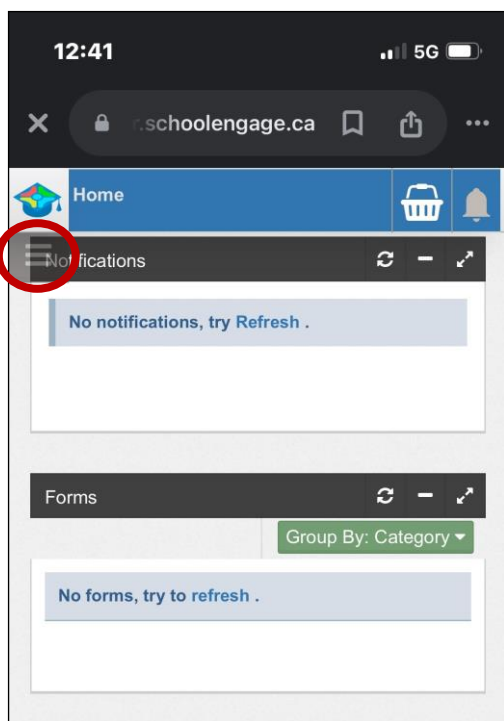
3. Access SchoolEngage

3.1. In PowerSchool, click on the arrow icon, and then click on School Engage to gain direct access to School Engage

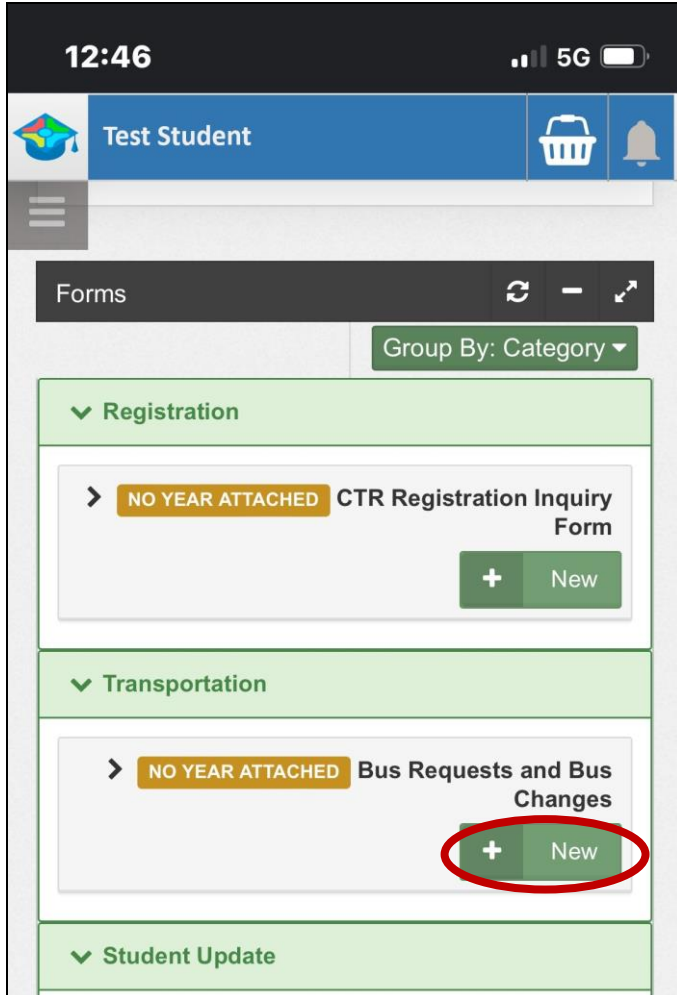


3.2. Once in SchoolEngage, click on the three lines icon. Click on 'Students', and then select the student you are submitting the bus request for.

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



- 3.3. Once you select your child scroll down and under Transportation click on **+ NEW** button next to the Bus Requests and Bus Changes forms.



The screenshot shows a mobile app interface. At the top, the status bar displays '12:46', '5G', and a battery icon. Below the status bar is a blue header with a graduation cap icon, the text 'Test Student', a shopping cart icon, and a bell icon. A hamburger menu icon is on the left. Below the header is a 'Forms' section with a 'Group By: Category' dropdown. Three categories are listed: 'Registration', 'Transportation', and 'Student Update'. Under 'Registration', there is a form titled 'CTR Registration Inquiry Form' with a '+ New' button. Under 'Transportation', there is a form titled 'Bus Requests and Bus Changes' with a '+ New' button circled in red. Under 'Student Update', there is no form visible.

- 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.