HOW TO COMPLETE THE TRANSPORTATION RIDERSHIP FORM

ACCESS THROUGH YOUR FOCUS PARENT ACCOUNT.

**STEP 1**
Click on the green "NOT YET STARTED" button next to the Transportation Ridership Election Form to complete the form for your student.

**STEP 2**
A cover page will appear on the screen. Click on the "NEXT PAGE" button.

**STEP 3**
If your student is eligible for transportation services, you will be asked to select your transportation preference in the dropdown. Click the "Submit and Finish" button when you've made your selection.
**STEP 4**

If your student is not eligible for transportation, click the “Submit and Finish” button to acknowledge the form and clear it from your parent portal.

**STEP 5**

After you click the green “Submit and Finish” button a confirmation page will appear. Click the text to return to the portal.

**STEP 6**

If you made a selection for transportation preference you may review it under your “Completed Forms” section. If your student is ineligible for transportation, you will not be able to review your selection.