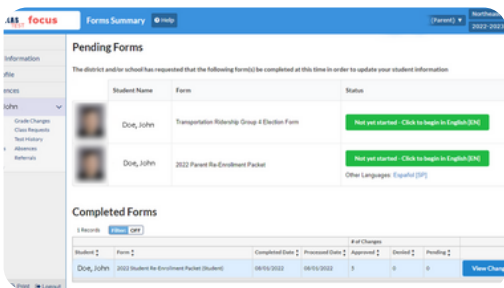


# PARENT RESOURCES

## HOW TO COMPLETE THE TRANSPORTATION RIDERSHIP FORM

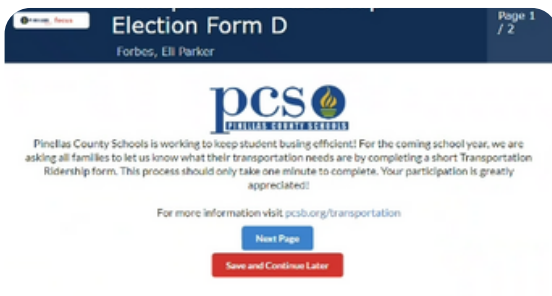
ACCESS THROUGH YOUR FOCUS PARENT ACCOUNT.

### STEP 1



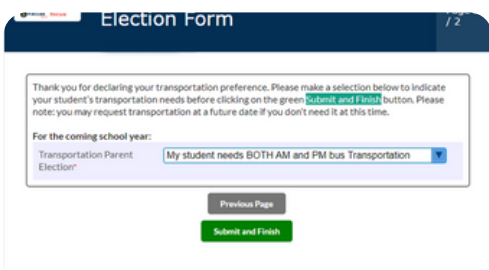
CLICK ON THE GREEN "NOT YET STARTED" BUTTON NEXT TO THE TRANSPORTATION RIDERSHIP ELECTION FORM TO COMPLETE THE FORM FOR YOUR STUDENT.

### STEP 2



A COVER PAGE WILL APPEAR ON THE SCREEN. CLICK ON THE "NEXT PAGE" BUTTON.

### STEP 3



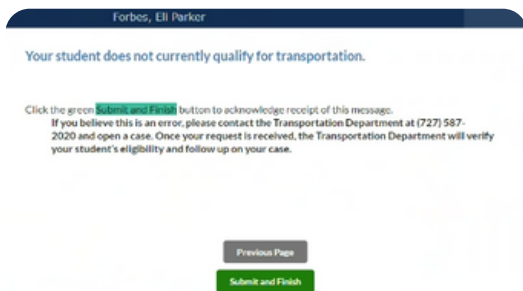
IF YOUR STUDENT IS ELIGIBLE FOR TRANSPORTATION SERVICES, YOU WILL BE ASKED TO SELECT YOUR TRANSPORTATION PREFERENCE IN THE DROPDOWN. CLICK THE "SUBMIT AND FINISH" BUTTON WHEN YOU'VE MADE YOUR SELECTION.



# PARENT RESOURCES

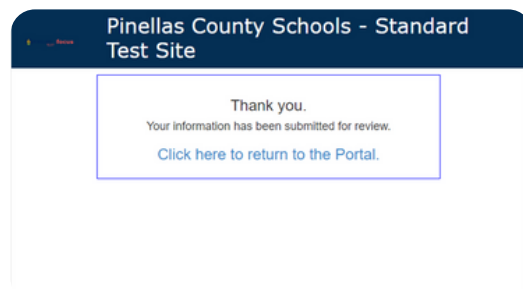
## HOW TO COMPLETE THE TRANSPORTATION RIDERSHIP FORM

### STEP 4



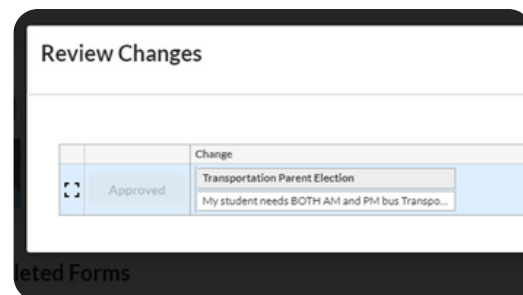
IF YOUR STUDENT IS NOT ELIGIBLE FOR TRANSPORTATION CLICK THE “SUBMIT AND FINISH” BUTTON TO ACKNOWLEDGE THE FORM AND CLEAR IT FROM YOUR PARENT PORTAL.

### 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.