

Document Status: Active

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

- To request new bus service (current year or upcoming year)
- To change bus service (ie. need bus service from a different address)
- To request a dual bus form for a second bus

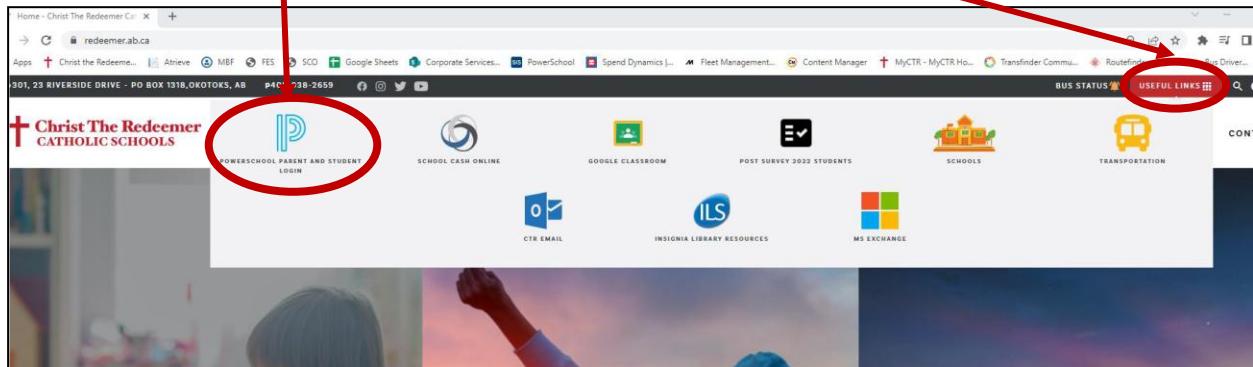
#### Steps:

1. Go to the Christ the Redeemer Website at [www.redeemer.ab.ca](http://www.redeemer.ab.ca)

2. Login to the PowerSchool Parent Portal

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

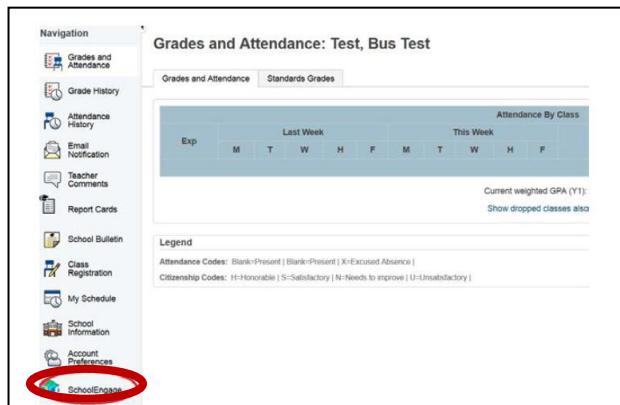
2.2. Then click on 'POWERSCHOOL PARENT AND STUDENT LOGIN'



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

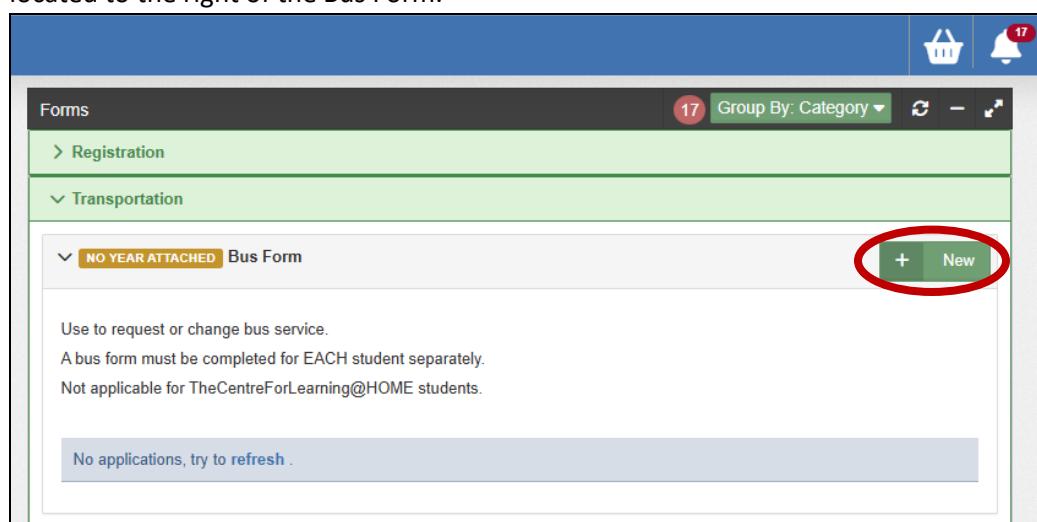


3.2. Once in SchoolEngage, click on 'Students', and then select the student you are submitting the bus request for.

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



3.3. Once you select your child, under the Transportation Forms click on the 'NEW' button that is located to the right of the Bus Form.



3.4. Once you are done filling out the form, click 'Submit'. You will receive a confirmation email acknowledging your submission has been received.