

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

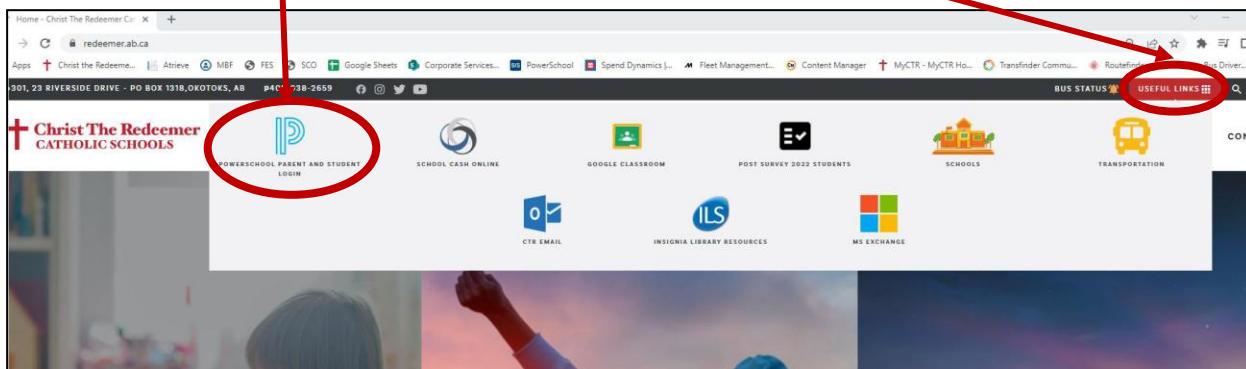
Steps:

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

2. Login to the PowerSchool Parent Portal

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

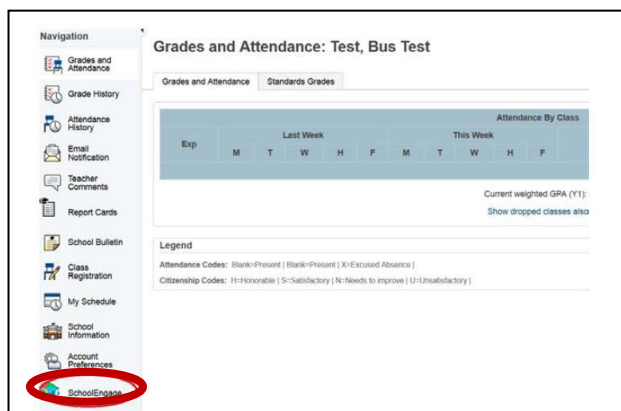
2.2. Then click on 'POWERSCHOOL PARENT AND STUDENT LOGIN'



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

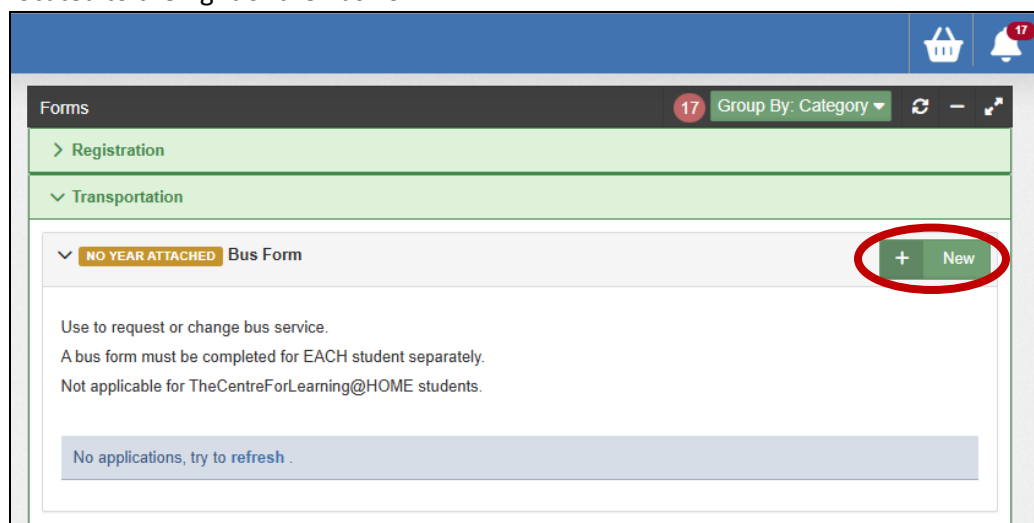


- 3.2. Once in SchoolEngage, click on 'Students', and then select the student you are submitting the bus request for.

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.