

REQUESTING TRANSPORTATION TO AND/OR FROM SCHOOL

In an effort to maintain student safety/accountability and to allow bus drivers and other bus riders adequate notification, the following steps must be followed to request corporation transportation.

Please plan on providing your own transportation for your new or returning student until being notified by the transportation department that your request has been received and you are given a bus number and pick-up/drop-off time.

The transportation verification form is located in online registration. If you did not complete the form as part of your online registration, please follow the below steps to complete it.

1. Log in to your Skyward Family Access
2. Click on the online forms.

3. Click on the transportation verification form and check the box in the middle of the screen.

- Read the form carefully and complete all information required.
- **Be sure the box has a check mark and save the form.**
- Be sure to complete both steps of the form.

****Please note that it can take up to 5 school days for your request to be completed****