

Document Status: Active

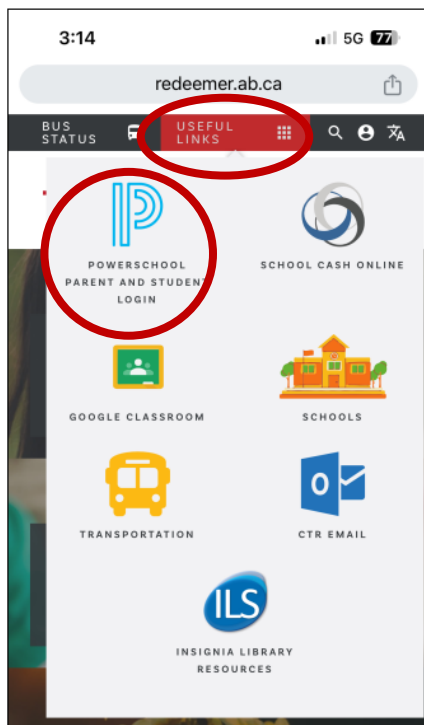
Purpose: Guideline to assist with finding the 'Bus Form' in PowerSchool using a Smartphone. This form is used to request the following services:

- 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

IMPORTANT: You cannot access the bus forms through the PowerSchool App, you must open a web browser app (Google Chrome, Edge, Safari ect.) and follow the steps below.

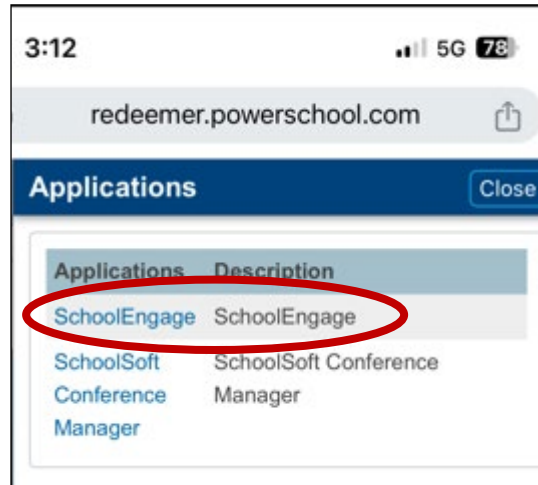
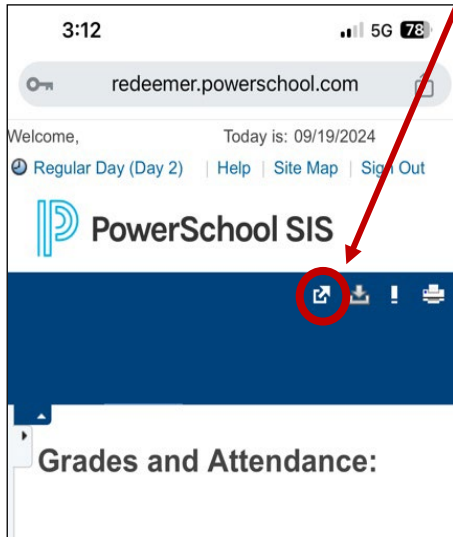
Steps:

1. Go to the Christ the Redeemer Website at www.redeemer.ab.ca
2. Login to the PowerSchool Parent Portal
 - 2.1. Tap on 'USEFUL LINKS'
 - 2.2. Then tap on 'POWERSCHOOL PARENT AND STUDENT LOGIN'



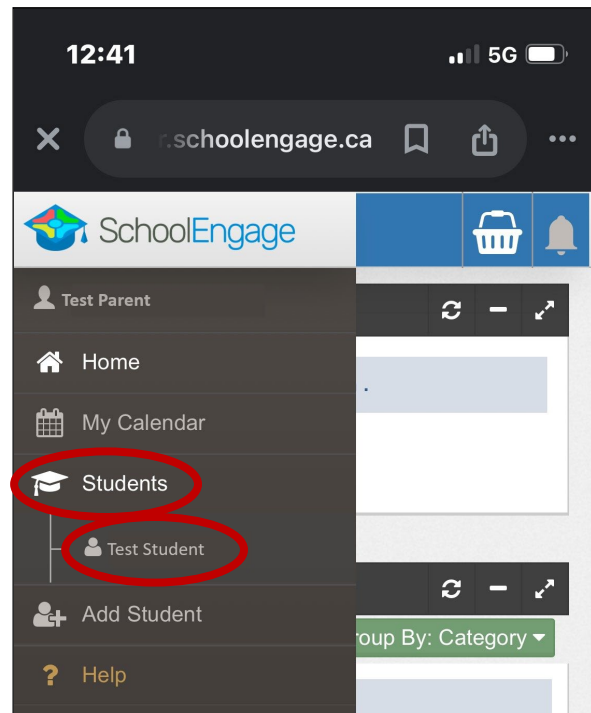
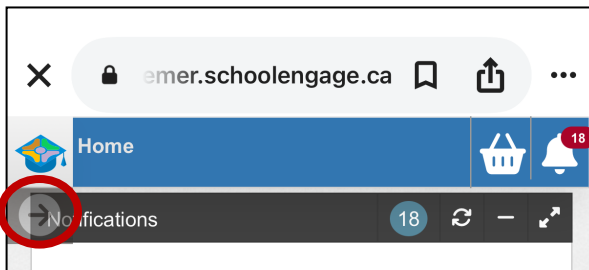
3. Access SchoolEngage

3.1. In PowerSchool, click on the arrow icon, and then click on School Engage to gain direct access to School Engage

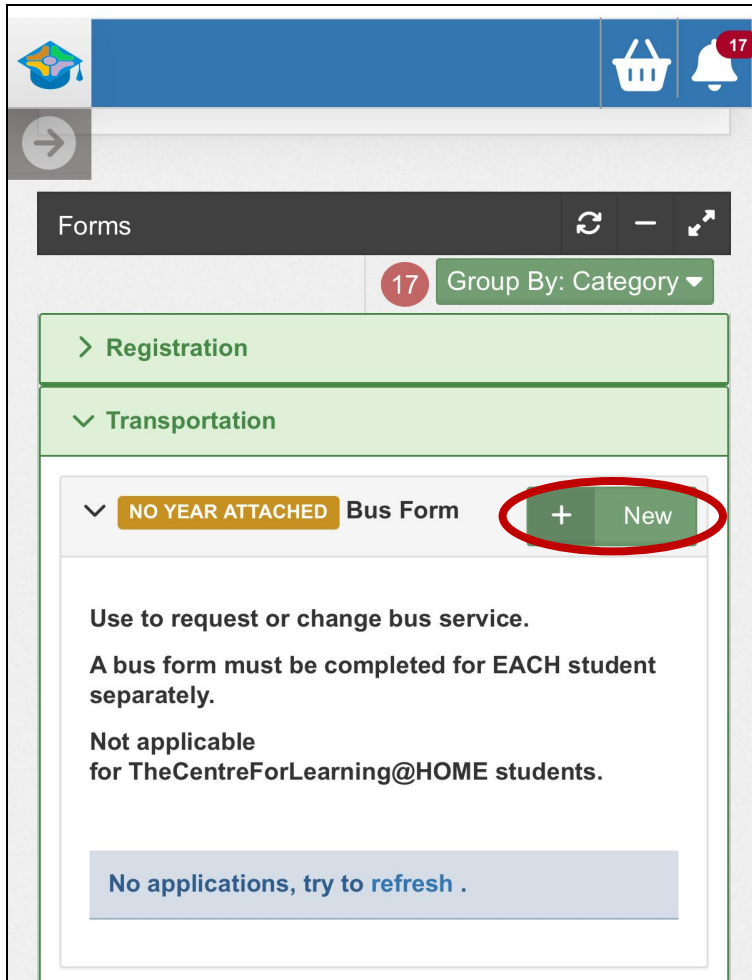


3.2. Once in SchoolEngage, click the arrow to the left of Notifications. Click on 'Students', and then select the student you are submitting the bus request for.

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



- 3.3. Once you select your child scroll down and under the Transportation Forms, and click on **+ 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.