## Busing Form Guide (Accessing the Web version via a Mobile Device)



1

If you access the Web Version of SchoolTool via a mobile browser (on your mobile device) you will need to Select "View Full Site".

Welcor	ne to SchoolT	ool		
Please	login to contir	nue:		
	Username: V	@gmail.c	om	
	Password:	•••		
		l en in		
		Log In		

2 If you already logged into SchoolTool prior to clicking on "View Full Site". Click on the Menu drop down option in the top right-hand corner.



## **3** Tap here.

Horseheads, NY 14845	
Menu	٢
Home	0
Full Site 🛑	0
Logout	0

4 Clicking on the Full Site will bring you to the more familiar Web version of SchoolTool. You will need to log in to verify your identity.



5

Select the student you would like to fill out the busing form for my clicking on their name.



Under the student information screen, Select the "User Defined" tab to the far right.

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A Home	^						<b>€</b> B	ack H	elp 🖸	
My Home	×									
Forms		First				Address:	Horsehea	ds, NY	14845	
Destaura		Last								
Preferences		Gender	Male			Grade: Homeroom	6 320			
Help	~ =	DOB	1			HR Teacher:		4		
		1st Language:	English			Building:	Horsehea	ds inte	rmediat	e School/Element
		Email			2					
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7 In the User Defined tab you will see the Busing Form under student. Select the small "edit" button at the top left next to the current date on the form.

😧 Help 🗸 🗸	DOB:imo) HR Teacher: I S Itst Language: English Building: Horseheads Intermediat Email: 9 S
	CONTACTS SCHEDULE ATTENDANCE GRADES ASSESSMENTS ASSIGNMENTS LETTERS USER D
	Student
	Bus Form (Due June 23rd) v + Add 🖶 Help 🕢
	Show history
	6 5/23/2023 - Current
	Busing Form
	Dear Horseheads Parents and Guardians:
	Please complete this form for each child who will be bused during the 2023-24 school year. This form must be filled out by the parent or guardian, and please have just one parent/guardian submit the form.
	* <u>Note</u> : Complete this form only if you intend for your child to be bused, please do not complete the form to hold a spot for your

## 8 Fill out the form as needed.

D	0.00	
Bus Form (Due June 23rd)	V H Save O Cancel	Help
Start Date: 5/23/2023	1	End Date: 5/23/2023
Busing Form		
Dear Horseheads Pare	ents and Guardians:	
Please complete this for 2023-24 school year. T guardian, and please h	form for each child who wi This form must be filled ou nave just one parent/guard	ll be bused during the t by the parent or ian submit the form.
* <u>Note</u> : Complete this for bused, please do not co child.	form only if you intend for y complete the form to hold a	your child to be a spot for your
If during the school year busing is needed. If you	ear you decide you would lil ou have questions, please o	ke your child bused, you can subr contact our Transportation Dept a
>At this time, do you expect your ch	child or children will need busing in the 20	023-24 school year?:

9 When you are finished filling out the form Select the small green "Save" button. You are all done.

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m (Due	June 23rd)	~ [	Save 🛇	Cancel Help 🕑
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sing	g Form			
Horse	eheads Par	ents and Gua	rdians:	
e cor	nplete this	form for eacl	n child wh	o will be bused