

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



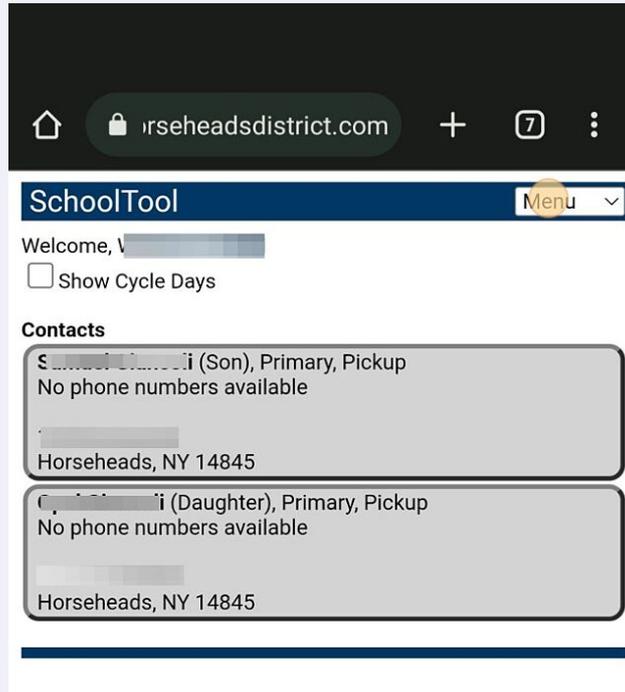
1

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

A screenshot of a mobile browser displaying the SchoolTool login page. The browser's address bar shows 'rseheadsdistrict.com'. The page content includes the 'SchoolTool' header, a 'Welcome to SchoolTool' message, and a prompt to 'Please login to continue:'. There are two input fields: 'Username:' with the value 'v_...@gmail.com' and 'Password:' with masked characters. A blue 'Log in' button is positioned below the fields. At the bottom left, there is a link for 'View Full Site' with a small orange circle icon next to it.

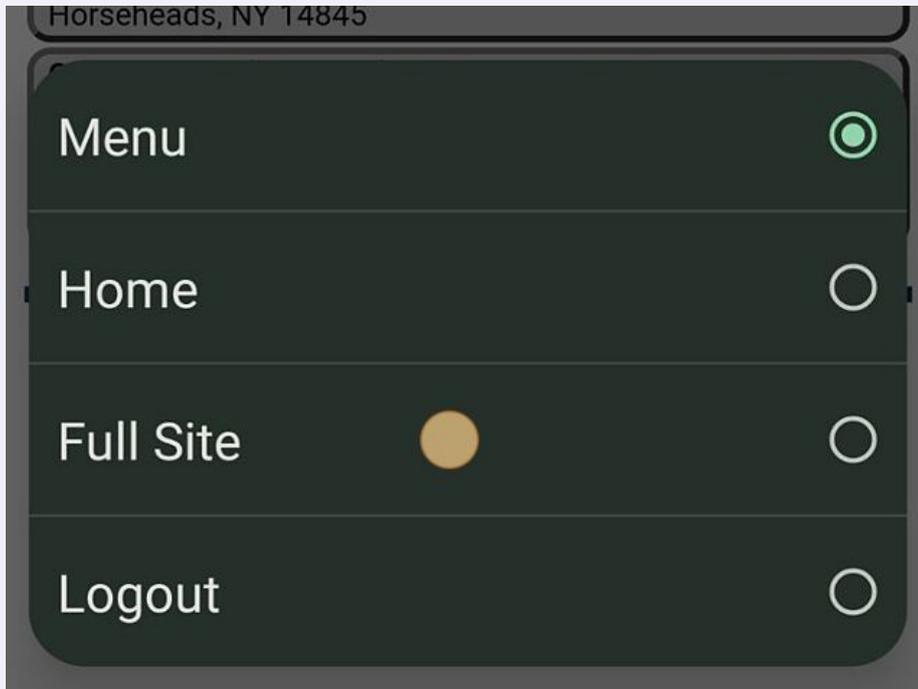
2

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.



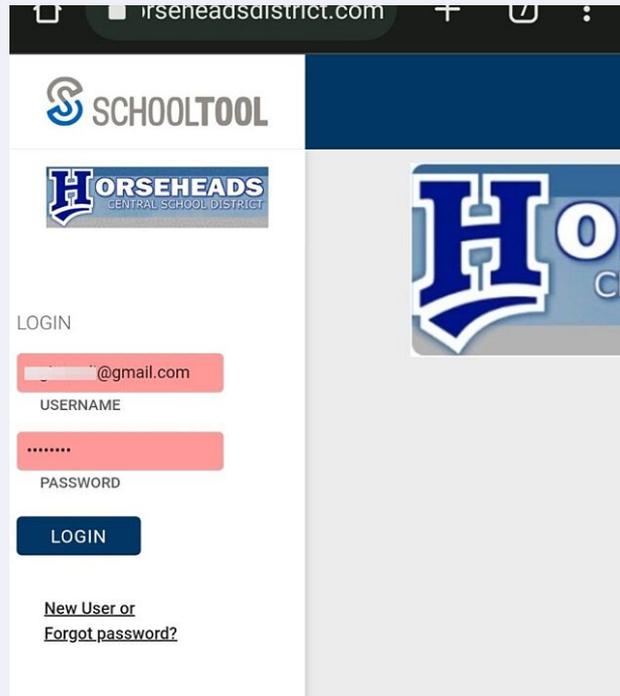
3

Tap here.



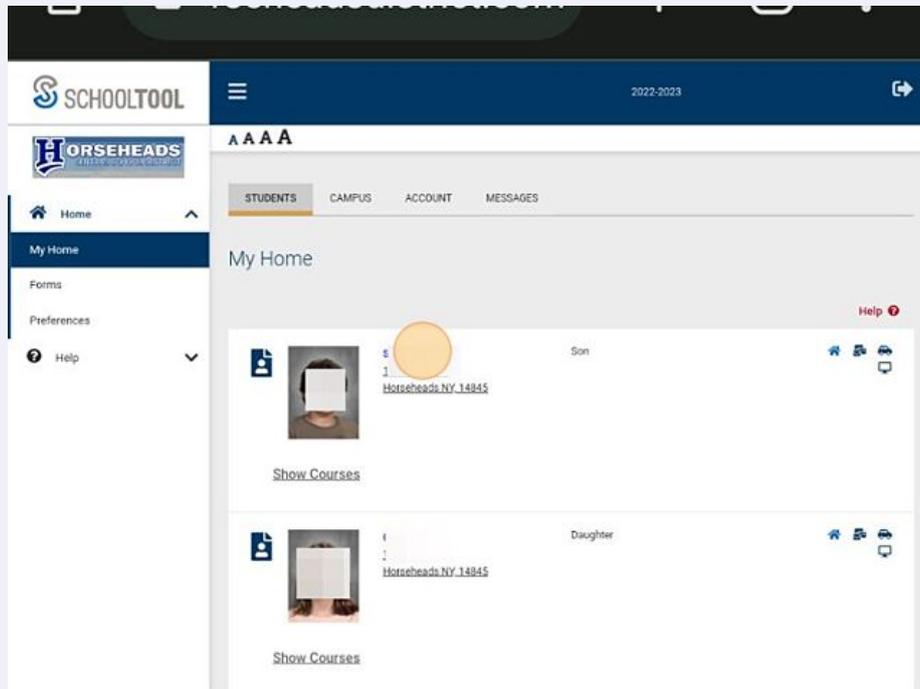
4

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.



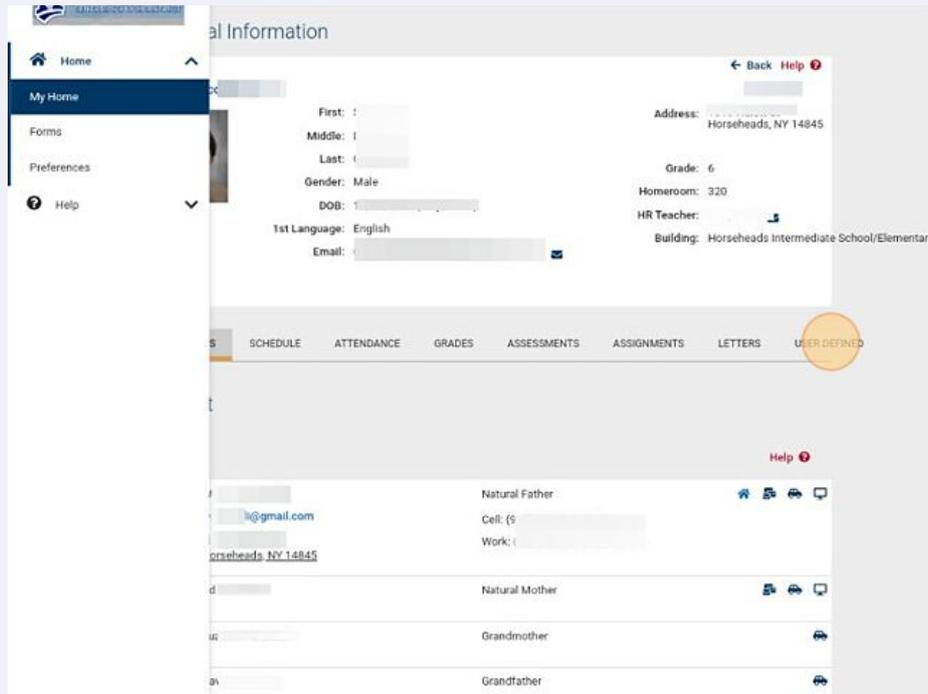
5

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



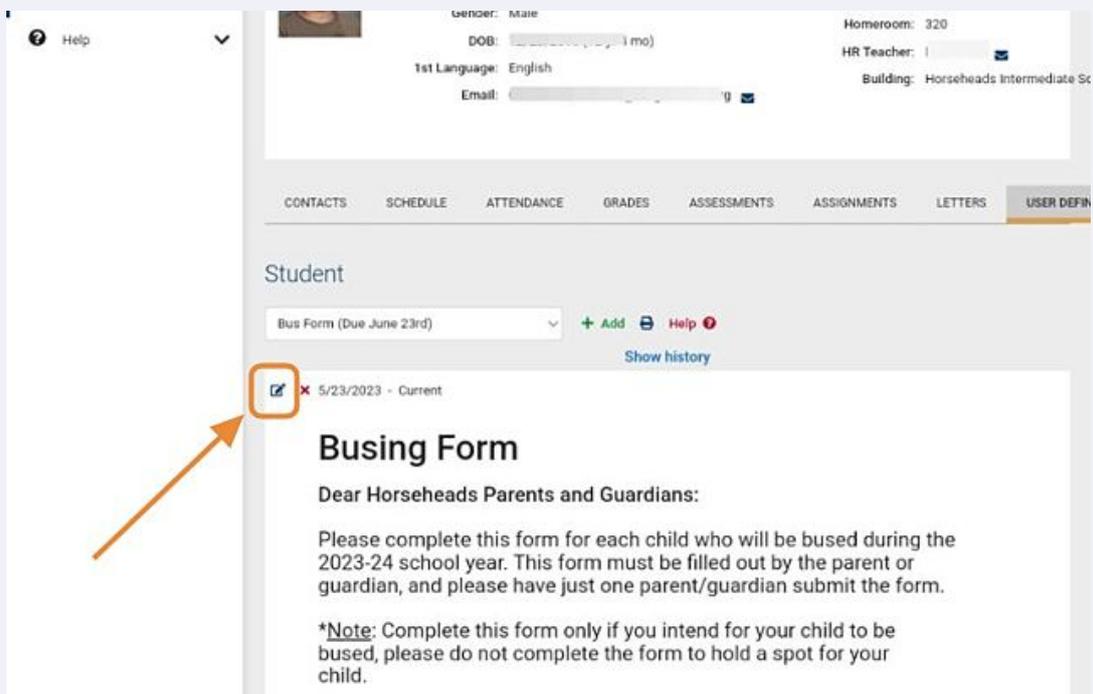
6

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



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.



8 Fill out the form as needed.

Student

Bus Form (Due June 23rd) Save Cancel Help

Start Date: 5/23/2023 End Date: 5/23/2023

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.

***Note:** 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 child.

If during the school year you decide you would like your child bused, you can submit the form. If you have questions, please contact our Transportation Dept at [redacted]

>At this time, do you expect your child or children will need busing in the 2023-24 school year?:

SELECT ONE

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

ACTS SCHEDULE ATTENDANCE GRADES ASSESSMENTS

Student

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