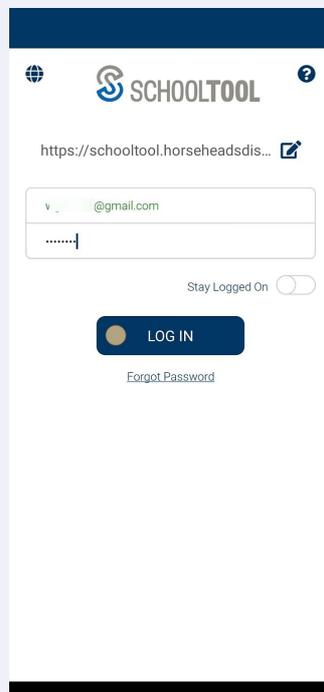


Bus Form School Tool Mobile Guide

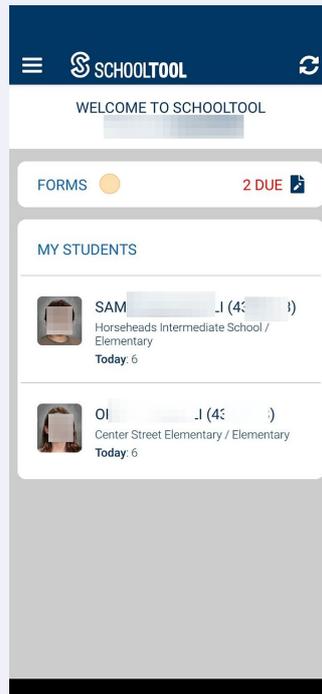


1

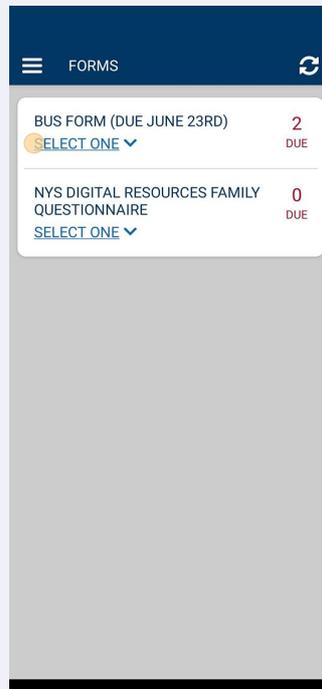
In the SchoolTool Mobile App log in with your username and password. Tap on "Log In".



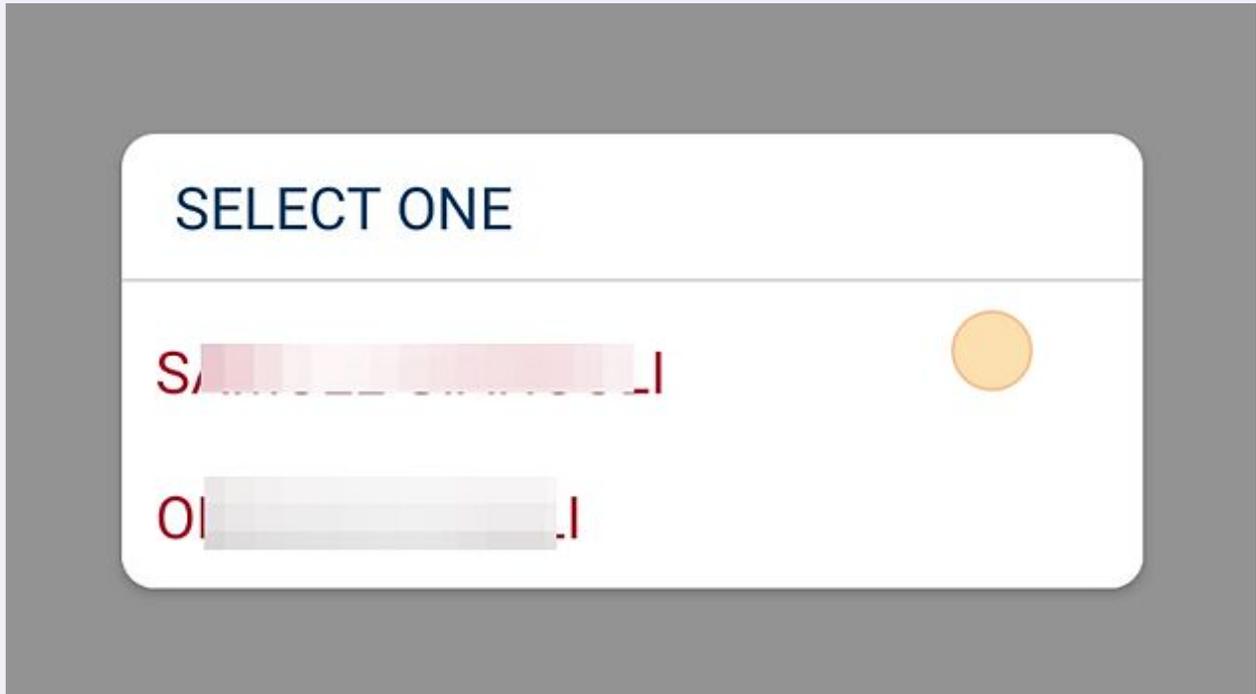
2 Above your students Tap on the Forms section.



3 Under "Bus Form" Tap on "Select One"



4 Tap on the student you would like to fill out the form for.



5 Begin to fill out the form. Tap on the highlighted drop down sections to see options.



6 Tap to select your answer.

CHIU, S

If during the school year you decide you would like your child bused, you can submit a change request 48 hours before busing is needed. If you have questions, please contact our Transportation Dept at 607-739- 6338. Thank you.

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

SELECT ONE

2. YES

NO

3. If you answered "No" to the first question, you have completed the survey. Save the survey by:
-if using the (mobile app) scroll to the bottom and tap "SAVE AND CONTINUE"
-or if using the (SchoolTool web parent portal) scroll up and click the green save icon.

Otherwise answer the next question below and continue with the survey:
>Will this student need "morning" bus transportation to school during the 2023-2024 school year?

NONE ▾

7 Click within the text boxes to type answers. To Save the form scroll to the bottom and Tap on "Save and Continue"

CHIU, S

this address (i.e. parent will transport, need transportation at an alternate location, etc).
**Note that you are welcome to contact the Transportation Department to provide more information: 607-739-6338.

alternate location

19/200

26. If you are unsure of busing needs at this time, please explain briefly below. This will help us plan for our bus routes.
Please note that you can contact us at any time with questions or updated information. Thank you.

no need to call

15/200

27. Thank you. If you have multiple students that need transportation a form will need to be completed for each student.

< BACK SAVE & CONTINUE >

8

If you have multiple students that will have the same busing information you can Click on the check box next to their name and the answers will be shared. If you each student has different busing needs, leave the checkbox blank and just submit the one student. You will need to go back and follow the same process for your additional students.

BUS FORM (DUE JUNE 23RD)

S

Apply these answers to the following contacts that are assigned this form:

S

C

SUBMIT

< BACK