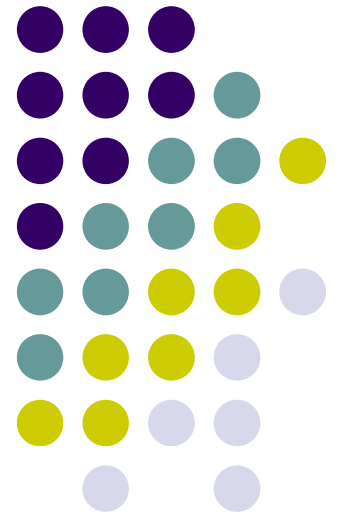
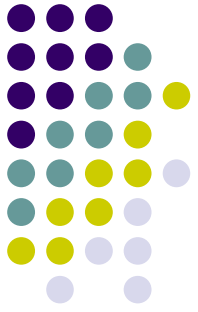


# Busing Form

SchoolTool Parent Portal

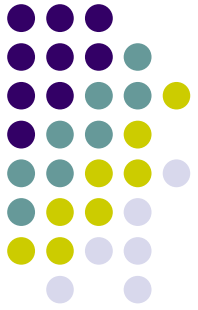




# Step #1

Login to your SchoolTool parent portal account

A screenshot of the SchoolTool login interface. At the top, the SchoolTool logo is displayed next to the text 'SCHOOLTOOL'. Below this is the Horseheads Central School District logo, which features a stylized 'H' and the text 'HORSEHEADS CENTRAL SCHOOL DISTRICT'. Underneath the logos, the word 'LOGIN' is centered. There are two red input fields: the first is labeled 'USERNAME' and the second is labeled 'PASSWORD'. At the bottom of the form is a dark blue button with the text 'LOGIN' in white.

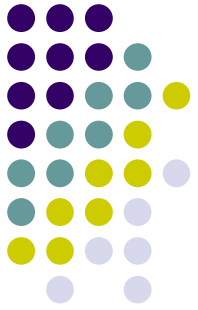


## Step #2

Select your student

The screenshot shows a web application interface with a dark blue header. On the left is a hamburger menu icon, and on the right is the text "2022-2023" and a right-pointing arrow icon. Below the header is a white bar with the text "A A A A". Underneath is a navigation bar with four tabs: "STUDENTS" (highlighted with an orange underline), "CAMPUS", "ACCOUNT", and "MESSAGES". The main content area is titled "My Home" and includes a "Help ?" link in red. A student card is displayed with a profile icon, the name "Test Student", and the address "374 Will Drive, Rochester NY, 12345". A hand cursor is pointing at the name. To the right of the name is the label "Son" and a set of four icons: a house, a car, a person, and a computer monitor. At the bottom of the card is a "Show Courses" link.

# Busing Form - Instructions



## Step #3

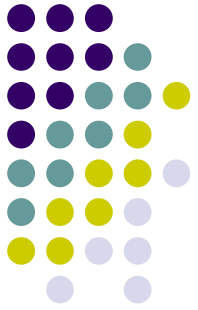
Click “USER DEFINED” tab

The screenshot shows a web application interface for a student's profile. At the top, there is a dark blue header with a menu icon, the school year '2022-2023', and a share icon. Below the header, the page title 'Personal Information' is displayed. The main content area shows a student profile for 'Student, Test' with a 'No Photo' placeholder. The profile includes fields for First Name (Test), Middle Name (Bus Form), Last Name (Student), Gender (Male), DOB, 1st Language (English), Address (Unknown), Grade (8), Homeroom (102), HR Teacher, Locker, Counselor, and Building (Middle School PS6/Middle). A green text block indicates the student's current schedule: 'Cycle day 0, Period 10 (2:26PM to 3:05PM)' and '8W PERIOD 10 in Room 102 Teacher:'. At the bottom, a navigation bar contains several tabs: CONTACTS, SCHEDULE, ATTENDANCE, GRADES, ASSESSMENTS, ASSIGNMENTS, LETTERS, and USER DEFINED. A hand cursor is pointing to the 'USER DEFINED' tab.

First:	Test	Address:	Unknown
Middle:	Bus Form	Grade:	8
Last:	Student	Homeroom:	102
Gender:	Male	HR Teacher:	
DOB:		Locker:	
1st Language:	English	Counselor:	
		Building:	Middle School PS6/Middle

Cycle day 0, Period 10 (2:26PM to 3:05PM)  
8W PERIOD 10 in Room 102 Teacher:

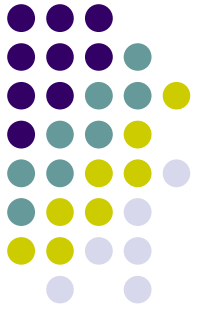
CONTACTS SCHEDULE ATTENDANCE GRADES ASSESSMENTS ASSIGNMENTS LETTERS **USER DEFINED**



## Step #4

### Select Bus Form

A screenshot of a software interface. At the top, there is a horizontal navigation bar with tabs labeled CONTACTS, SCHEDULE, ATTENDANCE, GRADES, ASSESSMENTS, ASSIGNMENTS, LETTERS, and USER DEFINED. The USER DEFINED tab is currently selected. Below the navigation bar, the word "Student" is displayed. A dropdown menu is open, showing three options: "NYS Digital Resources Family Questionnaire", "NYS Digital Resources Family Questionnaire", and "Bus Form". The "Bus Form" option is highlighted in blue. A hand cursor is pointing at the "Bus Form" option. To the right of the dropdown menu, there are buttons for "+ Add", "Help" (with a question mark icon), and "Show history".



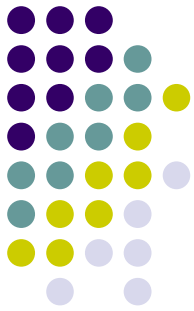
## Step #5

Form displayed, click Edit button

The screenshot shows a web application interface for a school. At the top, there is a dark blue header with a hamburger menu icon on the left, the text '2022-2023' in the center, and a right-pointing arrow icon on the right. Below the header is a white navigation bar with four 'A' characters on the left and a series of tabs: CONTACTS, SCHEDULE, ATTENDANCE, GRADES, ASSESSMENTS, ASSIGNMENTS, LETTERS, and USER DEFINED. The 'USER DEFINED' tab is selected and highlighted with an orange underline. Below the navigation bar is a section titled 'Student'. Underneath, there is a search bar containing 'Bus Form' with a dropdown arrow. To the right of the search bar are three buttons: '+ Add' (green), a printer icon, and 'Help' (red with a question mark). Below these buttons is a link that says 'Show history'. The main content area is a light blue box containing a list of forms. The first form is titled '5/12/2023 - Current' and has a red 'x' icon. A hand cursor is hovering over an 'Edit' button next to this form. Below the form title is the text 'Busing Form' and 'Dear Horseheads Parents and Guardians:'. The body of the form contains the text: '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.'

# Step #6 Fill in the form

## Busing Form - Instructions



2023-2024 school of enrollment

**\*\*Note:** for display only, do not change (Text):

Projected school of enrollment: { Middle School PS6 }

>Does your child need busing in the 2023-24 school year?:

SELECT ONE ▾

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 ▾

>Will "morning" pickup be from the bus stop nearest the student's home or an alternate location?

**\*\*Note:** If alternate location, it must be within the district, and for elementary schools, the alternate location must be within the elementary school's boundaries.

None ▾

>If "morning" pickup is an 'Alternate Location' above, what is the alternate location (i.e. daycare, parent, etc)? (Text):

>What is the address for "morning" pickup?

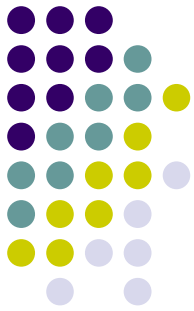
**\*\*Note:** Your child will be picked up at the closest bus stop to this address.

**\*\*Please also note:** If pick up is at an alternate location, it must be within the district,

and for elementary schools - the alternate location must be within the elementary school's boundaries. (Text):

# Step #6 (continued)

## Busing Form - Instructions



>Will "morning" pickup at the bus stop for this address be every day of the week?:

None ▾

>What days of the week will "morning" pickup be for this address (check all that apply Monday-Friday below)?

Monday pickup:

Tuesday pickup:

Wednesday pickup:

Thursday pickup:

Friday pickup:

>If "morning" pickup is not every day of the week, please explain transportation for the days this student will not be picked up at this address (i.e. parent will transport, need transportation at an alternate location, etc).

\*\*Note: you are welcome to contact the Transportation Department to provide more information: 607-739-6338. (Text):

>Does this child need "afternoon" transportation during the 2023-2024 school year?:

None ▾

>Is the location for "afternoon" dropoff the same as for morning pickup?

\*\*Select 'No' if your child will not ride the bus in the "morning" next school year.

None ▾

>Will "afternoon" dropoff be at the bus stop nearest the student's home or an alternate location?

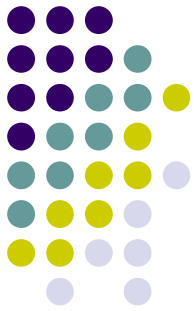
\*\*Note: In alternate location, it must be within the district- and for elementary schools, the alternate location must be within the elementary school's boundaries

None ▾



# Step #6 (continued)

## Busing Form - Instructions



>If "afternoon" dropoff is an 'Alternate Location' above, what is the alternate location (i.e. daycare, parent, etc)? (Text):

>What is the address for "afternoon" dropoff?

\*\*Note: Your child will be dropped off at the closest bus stop to this address.

\*\*Please also note: If the "dropoff" is at an alternate location, it must be within the district- and for elementary schools, the alternate location must be within the

>Will "dropoff" at the bus stop for this address be every day of the week?:

None

>What days of the week will "afternoon" dropoff be for this address (check all that apply Monday-Friday below)?

Monday dropoff:

Tuesday dropoff:

Wednesday dropoff:

Thursday dropoff:

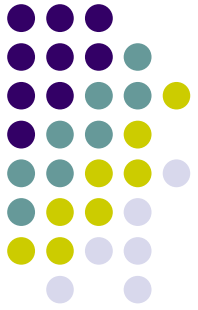
Friday dropoff:

>If "afternoon" dropoff is not every day of the week, please explain transportation for the days

this student will not be dropped off at 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. (Text):

## Busing Form - Instructions



# Step #7

Save Form – scroll to top, click Save

ACCOUNTS    ADDRESSES    CONTACTS    DEMOGRAPHICS    STUDENT    LETTERS    **USER DEFINED**    NOTES

### Details

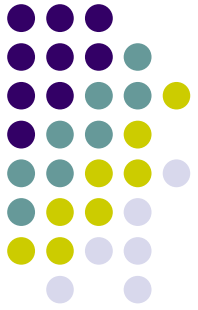
Bus Form

Start Date: 5/12/2023

End Date: 5/15/2023

## Busing Form

## Busing Form - Instructions

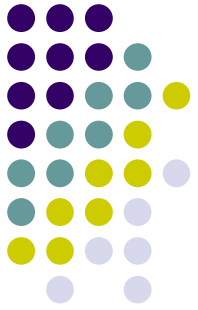


# Step #8

Click “Show History” to view saved form

A screenshot of a software interface. At the top, there is a horizontal navigation bar with several tabs: ACCOUNTS, ADDRESSES, CONTACTS, DEMOGRAPHICS, STUDENT, LETTERS, USER DEFINED (which is highlighted with an orange underline), and NOTES. Below the navigation bar, the main content area is titled 'Details'. On the left side of the 'Details' section, there is a white dropdown menu with the text 'Bus Form' and a downward-pointing arrow. To the right of the dropdown menu are two buttons: a green '+ Add' button and a red 'Help ?' button. Below these buttons, the text 'Show history' is displayed in blue, with a white hand cursor icon pointing at it.

## Busing Form - Instructions



# Step #9

Click Edit button to update form if needed.

A screenshot of a software interface showing the 'USER DEFINED' tab. The interface has a top navigation bar with tabs for CONTACTS, SCHEDULE, ATTENDANCE, GRADES, ASSESSMENTS, ASSIGNMENTS, LETTERS, and USER DEFINED. Below the navigation bar, the word 'Student' is displayed. A dropdown menu is open, showing 'Bus Form'. To the right of the dropdown are buttons for '+ Add', a trash icon, and 'Help'. Below these is a 'Show history' link. A light blue highlighted area contains a hand cursor icon over an 'Edit' button, next to the text '5/12/2023 - Current' and 'Busing Form'.

Remember to click Save button when completed.

A screenshot of the 'Details' section in the software interface. It shows a dropdown menu with 'Bus Form' selected. Below the dropdown is a 'Start Date' field with the value '5/12/2023' highlighted in a red box. To the right of the date field is a calendar icon. Further to the right is a green 'Save' button with a hand cursor icon pointing to it.