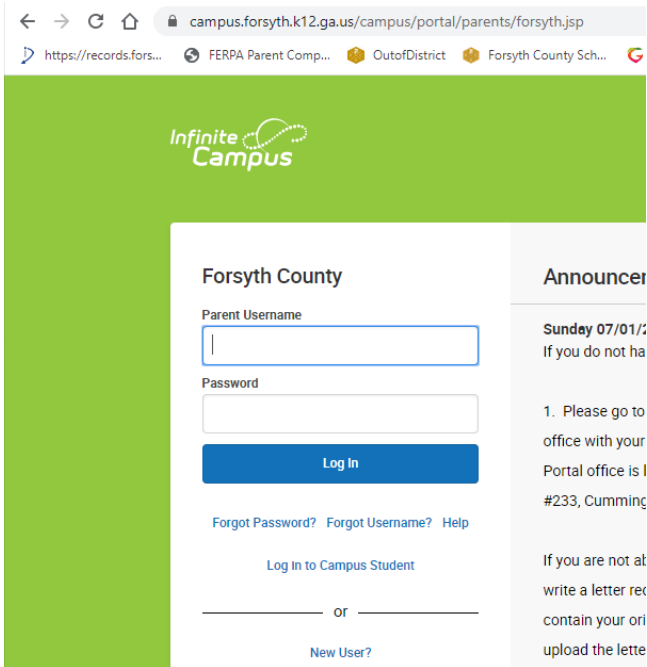


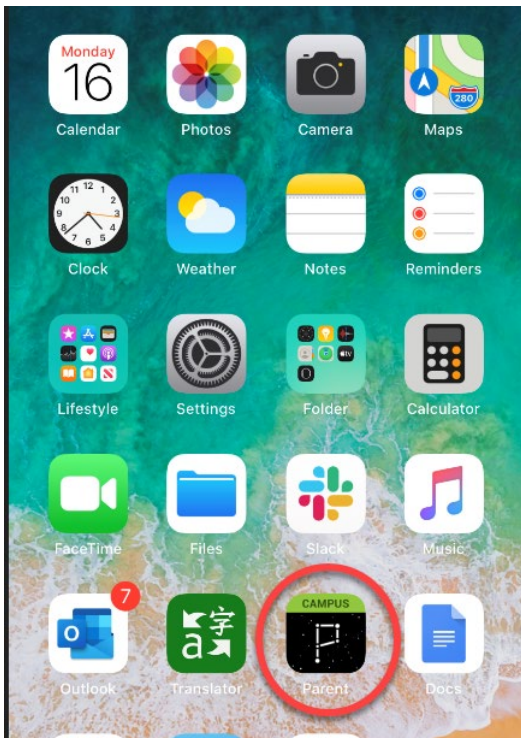
Bus Pass in Parent Portal

1. Login to your Parent Portal account or go to your Campus Parent app on your smart phone.

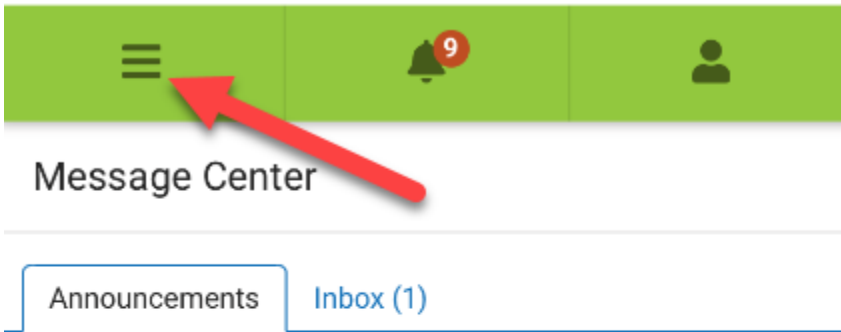
Parent Portal on a computer:



Campus Parent on a smart phone:



2. Once you log in, you arrive at the Message Center. Click on the 3 lines in the green area in the top left corner.



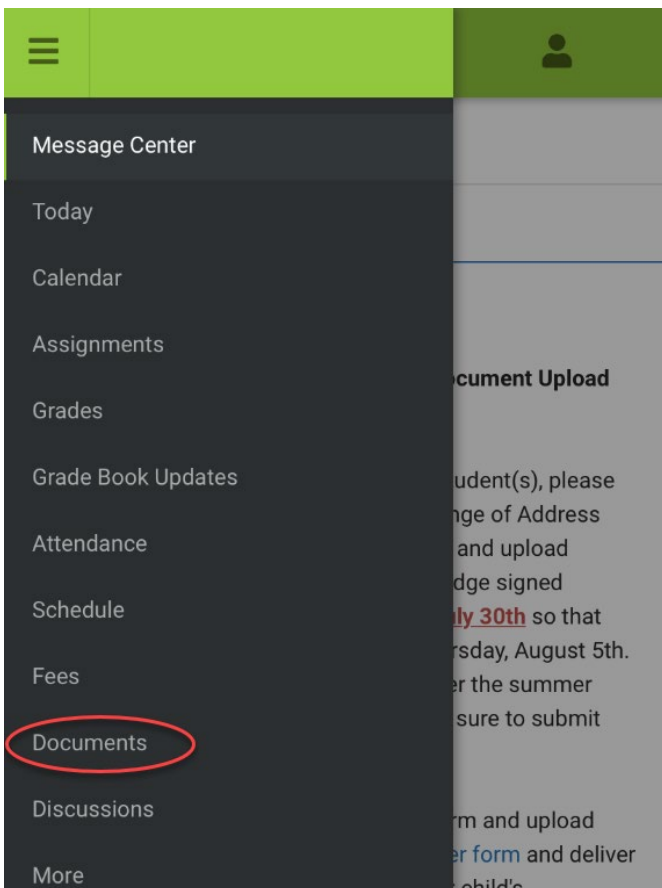
District Announcement

Wednesday 08/07/2019

Important Reminder about Changes of Address, Custody, and/or Guardianship Changes:

If you have a change of address, custody, and/or guardianship change for your student(s), please provide your documentation. You may upload ([click her for upload link](#)) or hand deliver your documents to your child's

3. The dropdown menu will appear, and then select the Documents option.



4. Find the document that is titled Transportation Bus Pass in the correct school year. Click on this document.

The screenshot shows a green header bar with a menu icon, a notification bell with a red '1', and a user profile icon. Below the header is a 'Documents' section with a dropdown menu set to '22-23'. A 'Portal Documents' section lists three items: 'Withdrawal Form' (Created: 10/19/2022), 'Scoliosis Refusal Form 22-23' (Created: 08/19/2022), and 'Transportation Bus Pass 22-23' (Created: 12/06/2022). The 'Transportation Bus Pass 22-23' item has a red arrow pointing to it.

5. The bus pass will open, and you can screenshot it on your phone, print it off, and/or return to it as needed. Only guardians of the student will be able to access this document on Parent Portal.



School Year: **22-23** SOAR Student Bus Pass

Student ID: **12345**

Student Name: **Example Student**

PM Route: **117103**

PM Designated Stop: **James Burgess Road**

Student Tag Color: **Red**

The attached SOAR Student Release Pass must be presented to the bus driver at the designated bus stop by the parent, or other authorized person. The pass maybe printed or saved on a phone/tablet, etc. You can email this pass or print multiple copies as needed. Parents/Guardians are responsible for managing their child's pass and distributing it to authorized persons you wish to receive your child.