

SD 42 Parent Portal
Student Transportation Registration Step-By-Step Guide
2023-24

1. Navigate to <https://parents.sd42.ca/>

2. Click on **Parent**



3. Sign in by entering your **Username** and **Password** and press **Login**



4. Locate and click on the link for **STUDENT TRANSPORTATION 2023/2024 – REGISTRATION** within the list of Announcements and Events (if it doesn't appear on page 1, then check subsequent pages).

Current email subscription status for Parent Portal notifications: **Subscribed**

Announcements and Events

Form Name	Form Type	Start Date	End Date	Audience
STUDENT TRANSPORTATION 2023/2024 - REGISTRATION		05-15-2023	06-30-2023	
DEO - REGISTRATION: Student Transportation 2021/2022	Announcement	05-13-2021	06-30-2021	
DEO - REGISTRATION: Student Transportation 2021/2022	Announcement	05-13-2021	06-30-2021	
časqanele School Update May 11th	Announcement	05-11-2021	05-21-2021	
GSS Clothing Now on Sale	Announcement	05-11-2021	05-17-2021	
časqanele School Update May 10th	Announcement	05-10-2021	05-28-2021	
PAC Flower Fundraiser Pick Up Today 1:30-4:30	Announcement	05-06-2021	05-19-2021	
časqanele School Update May 5th	Announcement	05-05-2021	05-28-2021	
PAC Flower Pick Time - Thursday 1:30-4:30	Announcement	05-05-2021	05-19-2021	
Grade Seven Leaving Ceremony Planning - June 25th 2021	Announcement	04-28-2021	06-28-2021	

Page 1 of 2, Items 1 to 10 of 20.

Clicking on this link will take you to the full announcement.

5. After reading the full announcement, click on the **Begin Bussing Registration** button at the bottom of the page to begin the registration.

Begin Bussing Registration

6. From the drop-down menu, select the name of your student that you wish to register. **If you have more than one child, you'll need to register each student separately.** If your student is not in the dropdown box, please contact your school Administrator and have them check the set up on the Portal. You might still need to request a Linking letter, to link your student on the parent portal.

Registration

Student:

7. Check the **Same as Account information** box and click **Submit** if it is accurate, OR manually enter the address and click **Submit**.

Home History My Account Report Absence Registration Student Led Conferences **Consent Forms 28** Welcome Keith Sign out

My Cart is Empty

Registration

Student: Blount, Elliot

1 Residential Address

Same as Account information

Apt / Suite #

House Number*

Street Name* ?

City* Please select

Province* BC - British Columbia

Country* Canada

Postal Code* Example: V2X 4T6

Address Tips:

USE: 203 Street (or 203 ST) NOT: 203rd ST
 USE: 132 Avenue (or 132 AVE) NOT: 132nd AVE
 USE: 113B Avenue (or 113B AVE) NOT: 113 B AVE
 USE: 236A Street (or 236A ST) NOT: 236 A ST
 USE: 207 Street (or 207 ST) NOT: 207

* Required Field **Submit** Cancel

8. It shows the **Baragar result** (a geographic information system) of which catchment schools are assigned for your address. From the drop-down menu select your elementary or secondary school and click **Submit**.

Home History My Account Report Absence Registration Student Led Conferences **Consent Forms 28** Welcome Keith Sign out

My Cart is Empty

Registration

Student: Blount, Elliot

2 Baragar result

School Please Select

Search Again **Submit** Cancel

9. A Request for Student Bussing 2023/2024 will appear. Some of the information is auto populated from the main account on the Parent Portal.
- Enter the remaining fields in sections 1-6 of the form, as applicable.
 - Review the safety protocols, information disclosure, fee acknowledgement and attendance requirement information that follows and complete the sign-off section at the bottom of the page (that appears as follows) to confirm your understanding and acknowledgement.
 - Press **Submit Bussing Request** to submit your registration.

I understand and acknowledge the above Safety protocols, Information disclosure, Fee structure and Attendance requirement.

Parent Full Name:

Submit Bussing Request

After filling out the entire form pressing **Submit Bussing Request**, the following screen will appear that confirms form completion.

Home History My Account Report Absence Registration Student Led Conferences **Consent Forms 28** Welcome Keith Sign out

Form Complete

You have successfully completed the Bussing Registration form and it is now being processed. When processing is complete, you will receive an email with either the details of your child's assigned route or the reasons why the registration was declined.

Thank you for using the Parent Portal.

You will also receive the following email.





Hello [redacted]

Thank you for your application for student bus transportation through the Parent Portal for [redacted]

Based upon eligibility, you will either receive:

1. an acceptance email with further details on how to proceed with completing the registration or,
2. a denial email with reason for the decision.

For additional information, visit the school district website - [Student Transportation](#). If you have any further questions or concerns, please contact us at 604.466.6295 or transportation@sd42.ca.

If you have any technical inquiries about the registration process, please contact the IT Department at 604.466.6248 or portalhelp@sd42.ca.

Kind Regards,

Transportation Department
 School District 42 - Maple Ridge & Pitt Meadows
 23889 Dewdney Trunk Road, Maple Ridge, BC V4R 1W1
 Direct: 604.466.6295 | Email: transportation@sd42.ca