

SD42 PARENT PORTAL

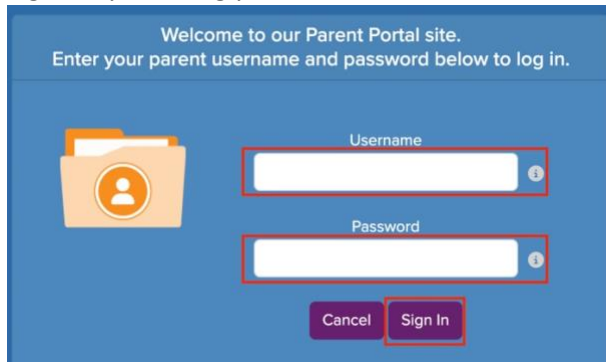
Student Transportation Registration Step-By-Step Guide 2024-25

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

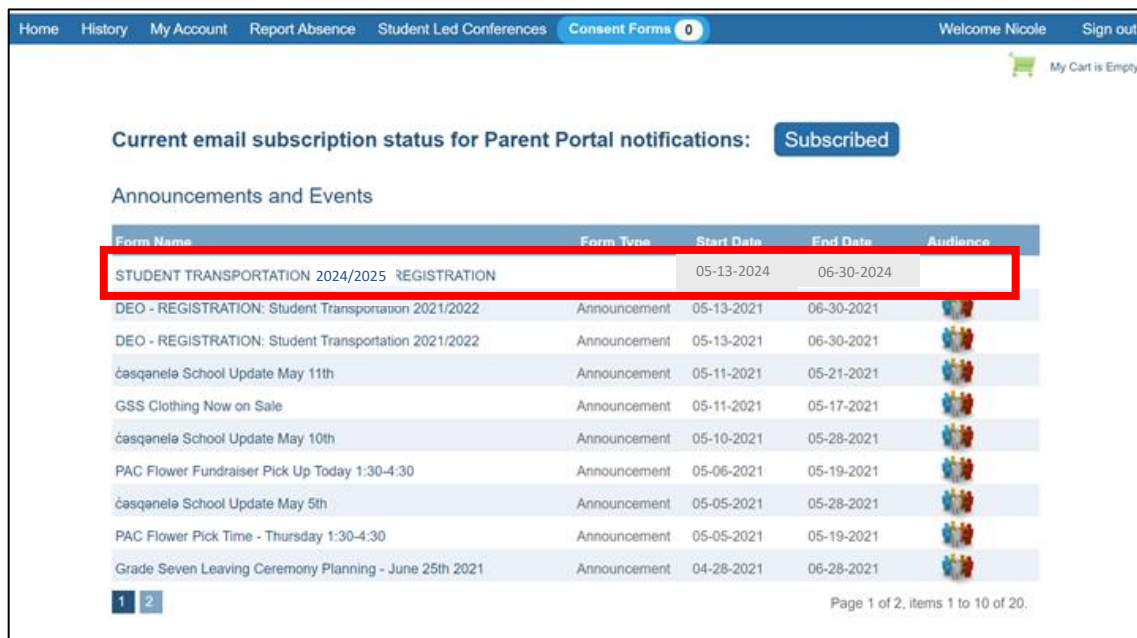
2. Click on **Parent**



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

A screenshot of the Parent Portal login form. The background is blue. At the top, it says 'Welcome to our Parent Portal site. Enter your parent username and password below to log in.' There is a folder icon on the left. In the center, there are two input fields: 'Username' and 'Password', both with red boxes around them. Below the fields are two buttons: 'Cancel' and 'Sign In'.

4. Locate and click on the link for **STUDENT TRANSPORTATION 2024/2025 – REGISTRATION** within the list of Announcements and Events (if it doesn't appear on page 1, then check subsequent pages).



Home History My Account Report Absence Student Led Conferences **Consent Forms 0** Welcome Nicole Sign out

My Cart is Empty

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

Announcements and Events

Form Name	Form Type	Start Date	End Date	Audience
STUDENT TRANSPORTATION 2024/2025 REGISTRATION		05-13-2024	06-30-2024	
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	
Casqanele School Update May 11th	Announcement	05-11-2021	05-21-2021	
GSS Clothing Now on Sale	Announcement	05-11-2021	05-17-2021	
Casqanele 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	
Casqanele 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	

1 2 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.

The screenshot shows the top navigation bar with links: Home, History, My Account, Report Absence, Registration, Student Led Conferences, Consent Forms 28, Welcome Keith, and Sign out. A shopping cart icon indicates 'My Cart is Empty'. The main content area is titled 'Registration' and contains a 'Student:' label followed by a dropdown menu currently set to 'Please Select'.

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

The screenshot shows the 'Registration' page with the 'Student:' dropdown set to 'Blount, Elliot'. A red box highlights the '1 Residential Address' section, which includes a checkbox for 'Same as Account information'. Below this are input fields for 'Apt / Suite #', 'House Number*', 'Street Name*', 'City*' (set to 'Please select'), 'Province*' (set to 'BC - British Columbia'), 'Country*' (set to 'Canada'), and 'Postal Code*' (with an example 'V2X 4T6'). A lightbulb icon and 'Address Tips' section provide guidance on address formatting. At the bottom, a red box highlights the 'Submit' button next to a 'Cancel' button. A note indicates '* Required Field'.

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**.

The screenshot shows a web interface with a navigation bar at the top containing links for Home, History, My Account, Report Absence, Registration, Student Led Conferences, Consent Forms (with a red circle around the number 28), Welcome Keith, and Sign out. Below the navigation bar, there is a shopping cart icon and the text "My Cart is Empty". The main content area is titled "Registration" and features a "Student:" dropdown menu with "Blount, Elliot" selected. Below this is a section labeled "2 Baragar result" which contains a "School:" dropdown menu with "Please Select" as the current selection. At the bottom of this section are three buttons: "Search Again", "Submit", and "Cancel". The "Submit" button is highlighted with a red box.


9. A Request for Student Bussing 2024/2025 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.

The screenshot shows a sign-off section for the Bussing Request form. It features a checkbox with the text "I understand and acknowledge the above Safety protocols, Information disclosure, Fee structure and Attendance requirement." Below the checkbox is a text input field labeled "Parent Full Name:" with the placeholder text "first and last name". At the bottom of the section are two buttons: "Submit Bussing Request" and "Cancel". The "Submit Bussing Request" button is highlighted with a red box.

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

The screenshot shows a confirmation screen titled "Form Complete". The text on the screen reads: "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." Below this text is a thank you message: "Thank you for using the Parent Portal." The navigation bar at the top is identical to the previous screenshots, with "Consent Forms 28" highlighted in red.

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 604.466.6159 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,

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