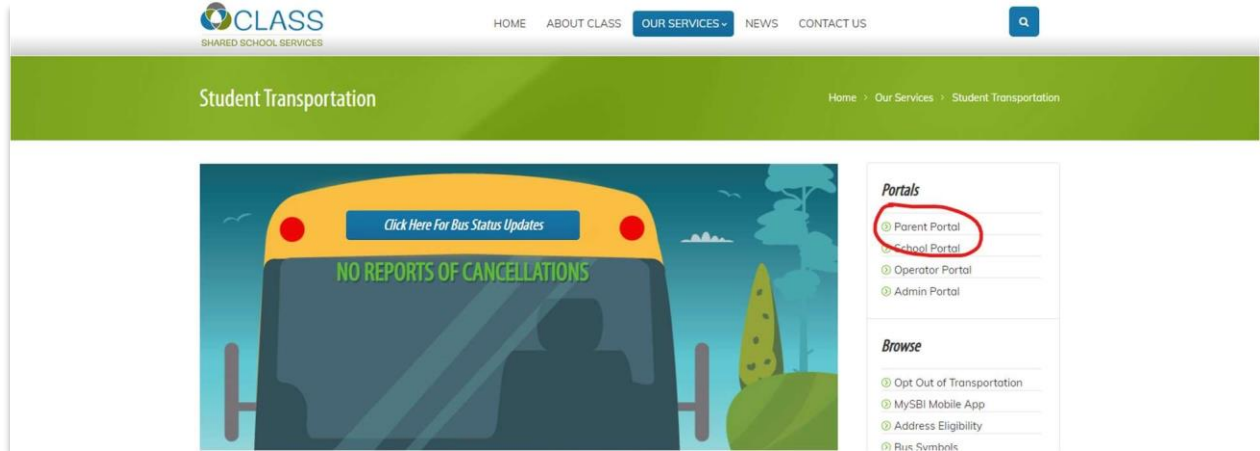


PARENT
PORTAL
REFERENCE
GUIDE

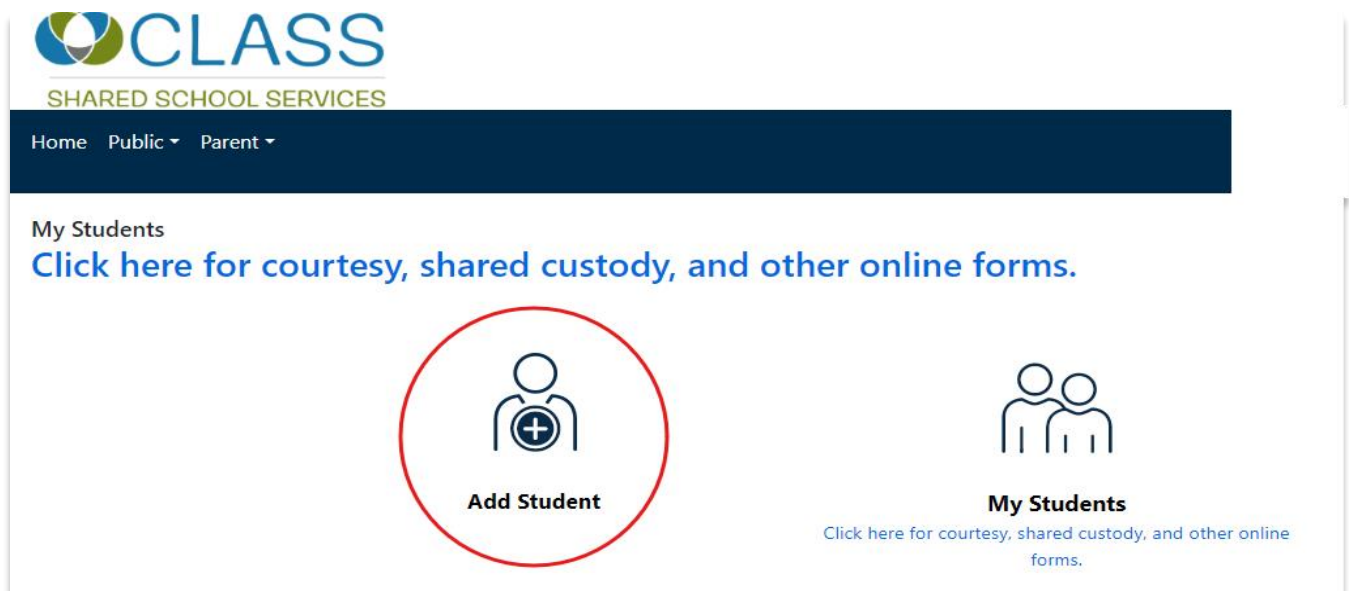
Table of Contents

PARENT PORTAL LOG IN.....	3
ADD YOUR STUDENT TO YOUR ACCOUNT.....	3
MY STUDENTS.....	4
MEDIA LIBRARY.....	4
ONLINE FORMS & REQUESTS.....	4
COURTESY SEAT APPLICATION FORM.....	4
SHARED CUSTODY APPLICATION FORM.....	5
BUS PASS.....	8
MEDICAL CONDITION NOTIFICATION FORM.....	9
DECLINE TRANSPORTATION.....	10

PARENT PORTAL LOG IN



ADD YOUR STUDENT TO YOUR ACCOUNT



1. Select MY STUDENTS from the Parent dropdown Menu.
2. Select the ADD STUDENT icon.
3. Enter your student's ID number (Aspen ID, not OEN). DO NOT include any dashes or spaces.
4. Enter your student's HOUSE number – DO NOT include your street name or unit number.
5. Select the school your child attends.
6. Select the grade your student is in.

MY STUDENTS

Once you have successfully added your students to your parent portal you will have access to their transportation information. Follow these simple steps:

1. Select MY STUDENTS from the Parent drop down menu
2. Access each student under the drop-down menu NAME

Three tabs will be listed:

1. TRANSPORTATION – current transportation information including Stop Information, Stop Times, and Bus Symbol will be listed.
2. INFORMATION – includes student information that is accessed from your school database.
3. CONTACTS – includes student contact information that is accessed from your school database.

****If any information is incorrect under the INFORMATION and CONTACT tab, please contact your school to update with the correct information****

MEDIA LIBRARY

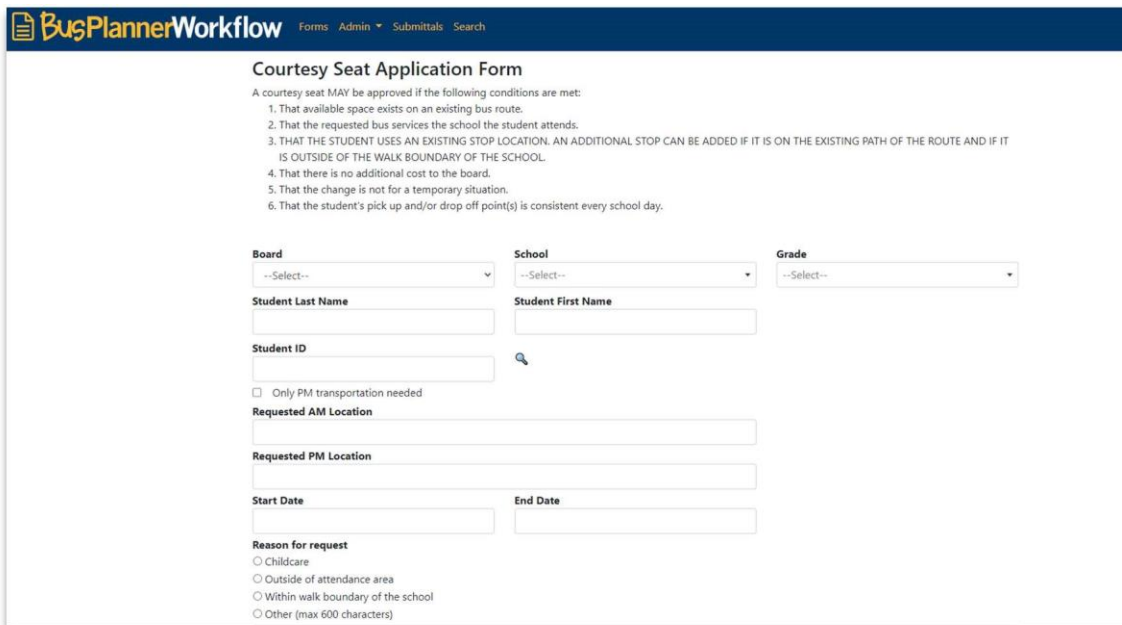
CLASS will host various documents, videos, and FAQ's for your reference under this tab.

ONLINE FORMS & REQUESTS

CLASS will host various applications/forms under this tab such as:

COURTESY SEAT APPLICATION FORM

1. Select Courtesy Seat Application Form from the list of available forms.
2. Fill out the relevant information – the student information fields will be automatically populated.
3. All fields are required.
4. Be sure to read all the application requirements and mark each box appropriately.



Courtesy Seat Application Form

A courtesy seat MAY be approved if the following conditions are met:

1. That available space exists on an existing bus route.
2. That the requested bus services the school the student attends.
3. THAT THE STUDENT USES AN EXISTING STOP LOCATION. AN ADDITIONAL STOP CAN BE ADDED IF IT IS ON THE EXISTING PATH OF THE ROUTE AND IF IT IS OUTSIDE OF THE WALK BOUNDARY OF THE SCHOOL.
4. That there is no additional cost to the board.
5. That the change is not for a temporary situation.
6. That the student's pick up and/or drop off point(s) is consistent every school day.

Board: --Select-- School: --Select-- Grade: --Select--

Student Last Name: Student First Name:

Student ID: 🔍

Only PM transportation needed

Requested AM Location:

Requested PM Location:

Start Date: End Date:

Reason for request

- Childcare
- Outside of attendance area
- Within walk boundary of the school
- Other (max 600 characters)

Once the application has been submitted and processed an email will be sent to the applicant with a response (approval/denial) from CLASS.

- If the application has been approved, you will be directed back to the Portal to retrieve your transportation details.

SHARED CUSTODY APPLICATION FORM

1. Select Shared Custody Calendar Application Form from the list of available forms.
2. Fill out the relevant information – the student information fields will be automatically populated.
3. All fields are required.
4. Click the AM1 hyperlinks on the calendar – this will change it to AM2. Setting the address types on Monday will set it for the entire week. You can then make the changes on the days of the week if necessary.

BusPlannerWorkflow Forms Welcome

Shared Custody Calendar

Board: Lambton Kent District School Board
School: A.A. Wright Public School
Grade: 02

Student Last Name: Doe
Student First Name: Jane
Student ID: _T20190124_112240800_0

Primary Address: 600 GILLARD ST,WALLACEBURG
Alternate Address:

AM Address #1: 600 GILLARD ST,WALLACEBURG
AM Address #2:

PM Address #1: 600 GILLARD ST,WALLACEBURG
PM Address #2:

Setting the Address Types for Monday will set it for the entire week. Then set the exceptions for TWRP.

July 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 AM1 PM1	18
19	20 AM1 PM1	21 AM1 PM1	22 AM1 PM1	23 AM1 PM1	24 AM1 PM1	25
26	27 AM1 PM1	28 AM1 PM1	29 AM1 PM1	30 AM1 PM1	31 AM1 PM1	

To PDF

Submitted by

I acknowledge that transportation procedures will apply.

Last Name:
 First Name:
 Email:

****PRIMARY ADDRESS is Address #1****

**** ALTERNATE ADDRESS (secondary) address will become Address #2****

September 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 AM1 PM1	3 AM1 PM1	4 AM1 PM1	5 AM1 PM1	6 AM1 PM1	7
8	9 AM1 PM1	10 AM1 PM1	11 AM1 PM1	12 AM1 PM1	13 AM1 PM1	14
15	16 AM1 PM1	17 AM1 PM1	18 AM1 PM1	19 AM1 PM1	20 AM1 PM1	21
22	23 AM2 PM2	24 AM2 PM2	25 AM2 PM2	26 AM2 PM2	27 AM2 PM2	28
29	30 AM1 PM1					

In this example, the student will be transported to and from the Primary address the week of the 16th, and the Alternate (or secondary) address the week of the 23rd.

After submitting online, an email will be sent to the application with a PDF attachment of the application and calendar.

This must be SIGNED by BOTH parents and submitted to the school. The school will verify the calendar, sign and forward to CLASS for processing.

If the application has been approved, you will be directed back to the Portal to retrieve your transportation details.

BUS PASS

BUS PASS IS AVAILABLE TO SECONDARY STUDENTS ONLY

1. Select Bus Pass from the list of available forms.
2. Fill out the relevant information – the student information fields will be automatically populated.
3. Select the bus symbol and stop from both AM/PM drop down menus.
4. Select the dates from each of the AM/PM fields.

TEST VERSION - FUTURE BUSPASS FORM

Board: --Select-- School: --Select-- Grade: --Select--

Student Last Name: Student First Name:

Student ID: [Search icon]

AM: Buses: Bus Stops: Effective Date:

PM: Buses: Bus Stops: Effective Date:

Submitted by: I acknowledge that transportation procedures will apply.

Last Name: First Name: Email: katie.hurst@ccklass.ca [Submit]

Chatham Kent Lambton Administrative School Services ("CLASS") acts on behalf of your school board and contracts transportation service providers to arrange transportation to and from school for eligible students. The personal information you provide on this form will be shared with the relevant staff of CLASS, school board and transportation provider for the purpose of providing appropriate and safe transportation. The information collected is treated as described in our privacy policy and in accordance with applicable laws.

In accordance with the Personal Information Protection and Electronic Documents Act, Article 29, Paragraph (2), personal information requested in this form will assist in providing transportation services. The information is gathered in accordance with the Education Act S.R.O. 1980, c. 129, s.166 (1).

English (Canada) © 2020 - Georef Systems Ltd.

****You will need to know what bus and what stop is needed. An existing stop must be selected – stops will not be added****

Once the form has been submitted, you will receive an email with a PDF attachment of the request.

The application must be printed and SIGNED by a parent/guardian and delivered to the school office for approval.

Student will present the signed/approved bus pass to the driver prior to boarding the bus.

****If there is not an available seat for the student, the driver has the right to refuse to transport the student****

MEDICAL CONDITION NOTIFICATION FORM

This form is required if your child has a medical condition that could occur on a school bus

1. Select Medical Condition from the list of available forms.
2. The student information will be automatically filled out.
3. Enter all pertinent medical information.

Medical Condition Notification Form

Board: --Select-- School: --Select-- Grade: --Select--

Student Last Name: Student First Name:

Student ID: 🔍

Form type

Anaphylaxis Inhaler Diabetic Other

Emergency Contact Information

Individual #1

Name: Relation: Phone:

Individual #2

Name: Relation: Phone:

Submitted by

I acknowledge that transportation procedures will apply.

Last Name: First Name: Email: katie.hurst@cclass.ca

Authorization for the collection of this information is in the Education Act. Users will be the Principal, Teacher, School Bus Operator, School Bus Driver, School Bus Attendant and appropriate school support staff for the purpose of obtaining parental consent and direction for life-threatening situations. This form will be retained in the school office for as long as is deemed necessary. Contact person for queries concerning this information is the Principal of the school.

And, I hereby release the school bus operator, school bus driver, school bus attendant and Chatham-Kent Lambton Administrative School Services (CLASS) and each of their respective employees, officers and agents from any liability in the same manner as provided in Section 3, subparagraph (4) of Sabrina's Law, 2005, S.O. 2005, Chap. 7 which provides "No action for damages shall be instituted respecting any act done in good faith or for any neglect or default in good judgment in response to an anaphylactic reaction in accordance with this Act, unless the damages are the result of an employee's gross negligence", it being specifically agreed by me that any act done or not in furtherance of the instruction given herein should have the same protection as extended to school board

Once the form is submitted, CLASS will update the student record with all the medical details.

****Your child's school and school bus operator will have access to the submitted form via their professional portals****

DECLINE TRANSPORTATION

This form can be accessed from the main Student Transportation page:
<https://cklass.ca/services/student-transportation/> as well as your parent portal.

The screenshot displays the CLASS Shared School Services website. The header includes the CLASS logo and navigation links: HOME, ABOUT CLASS, OUR SERVICES (selected), NEWS, and CONTACT US. The main heading is "Student Transportation". Below this is a large illustration of a yellow school bus with a digital display on the windshield that reads "NO REPORTS OF CANCELLATIONS". A blue button above the bus says "Click Here For Bus Status Updates". Below the bus, there are eight status indicators for different zones (Zone 1 to Zone 8), each with a green checkmark. The text "Updated: July 25, 2024 at 6:00 am" is visible at the bottom of the bus illustration. On the right side, there is a sidebar menu with the following items: "Portals" (Parent Portal, School / Operator Portal), "Student Transportation" (Become A School Bus Driver, Delays & Cancellations, Decline Transportation (circled in red), Address Eligibility Query, Bus Symbols, School Bus Safety, Service Providers, School Traffic Management Plans, Frequently Asked Questions, Useful Links).

Decline Transportation

District **School** **Grade**

Student Last Name **Student First Name**

Student ID

If you wish to continue, please select whether you would like to decline AM or PM or BOTH:

- AM
- PM
- BOTH

*If you would like to opt back in for transportation, please contact the transportation office.

Submitted by

I acknowledge that transportation procedures will apply.

Last Name **First Name** **Email**

Chatham Kent Lambton Administrative School Services ("CLASS") acts on behalf of your school board and contracts transportation service providers to arrange transportation to and from school for eligible students. The personal information you provide on this form will be shared with the relevant staff of CLASS, school board and transportation provider for the purpose of providing appropriate and safe transportation. The information collected is treated as described in our privacy policy and in accordance with applicable laws.

In accordance with the Personal Information Protection and Electronic Documents Act, Article 29, Paragraph (2), personal information requested in this form will assist in providing transportation services. The information is gathered in accordance with the Education Act S.R.O. 1980, c. 129, s.166 (1).

1. Select the form from the transportation homepage OR from the list of available forms in your parent portal.
2. Fill out all the required fields.
3. Select whether you are opting out of AM, PM or both.
4. You will receive an email notifying you that transportation has been removed for your student.

****You can opt back into transportation by contacting CLASS via phone or email****