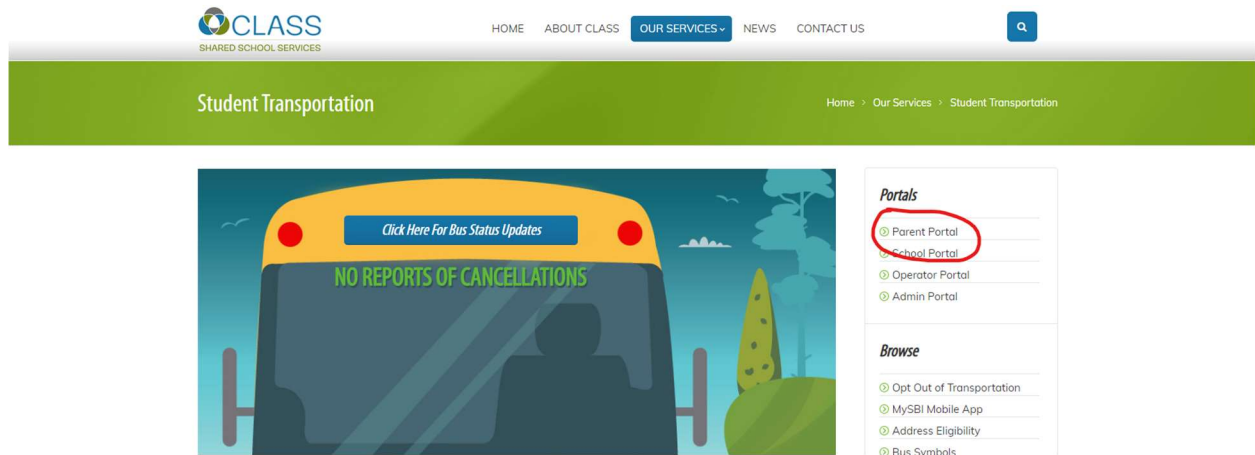


PARENT PORTAL REFERENCE GUIDE

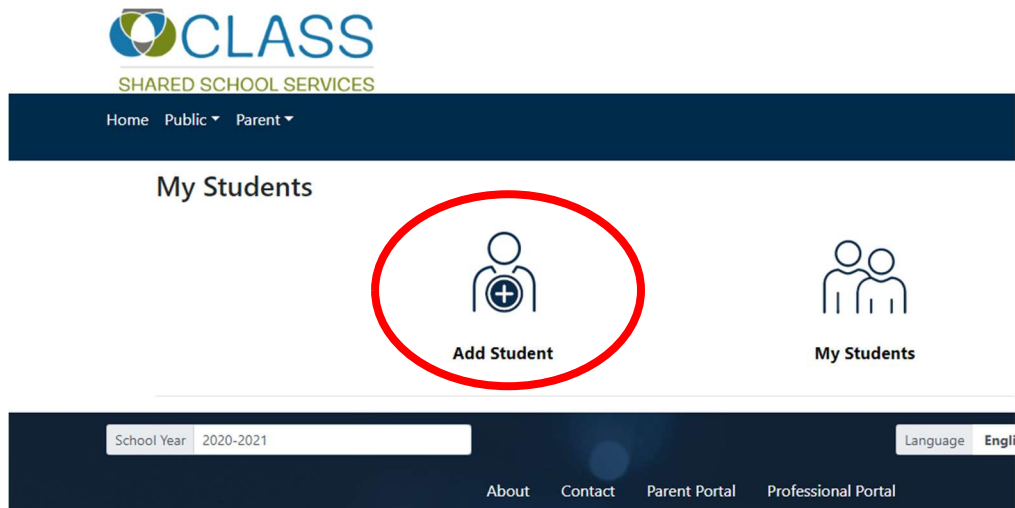
Table of Contents

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	6
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 this will be a 9-digit number starting with a 3. DO NOT include any dashes, spaces, or zeroes in the number.
4. Enter your student's birthdate – select birth date from calendar and edit the birth year.
5. Enter your student's HOUSE number – DO NOT include your street name
6. Select the school your child attends

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.


[Forms](#)
[Admin](#)
[Submittals](#)
[Search](#)

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.

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< 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 AM2 PM2	28 AM2 PM2	29 AM2 PM2	30 AM2 PM2	31 AM2 PM2	

In this example, the student will be transported to and from the Primary address the week of the 20th, and the Alternate address the week of the 27th.

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

Select Bus Pass from the list of available forms

TEST VERSION - FUTURE BUSPASS FORM

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

Student Last Name: Student First Name:

Student ID:

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)

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****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.

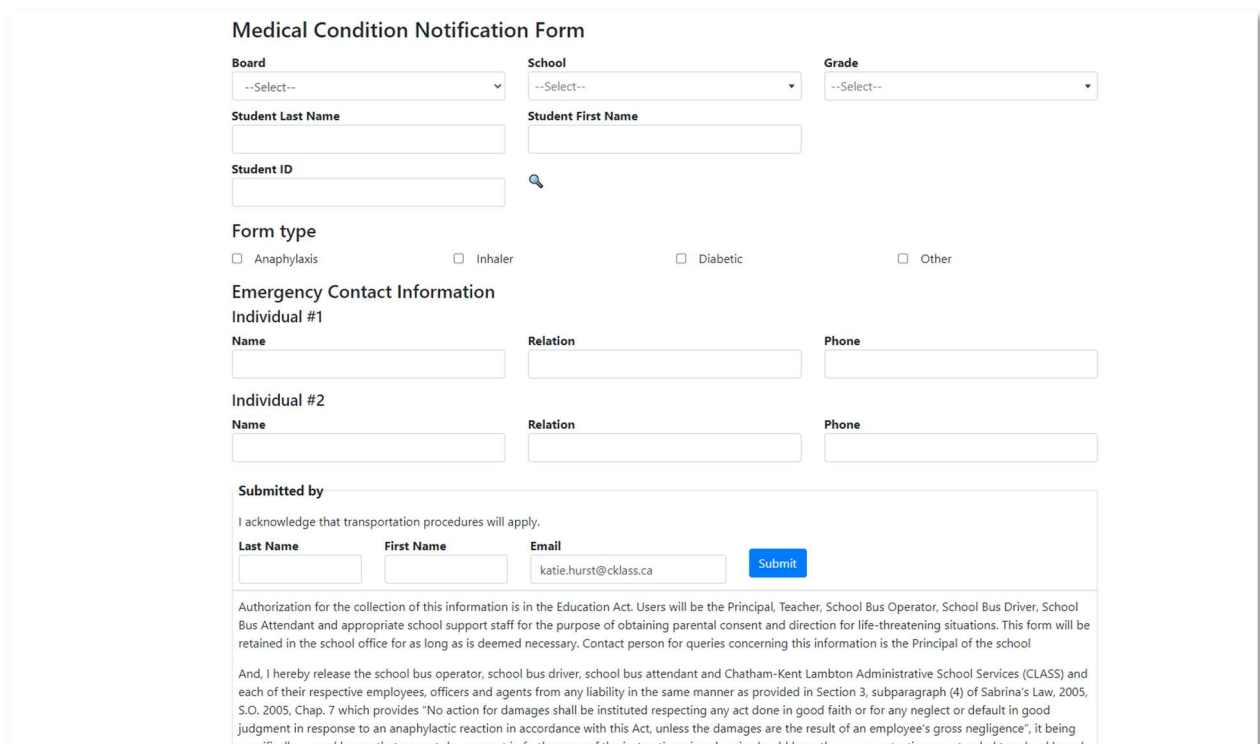
Student will present the signed/approved bus pass to the driver prior to boarding the bus.

****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.



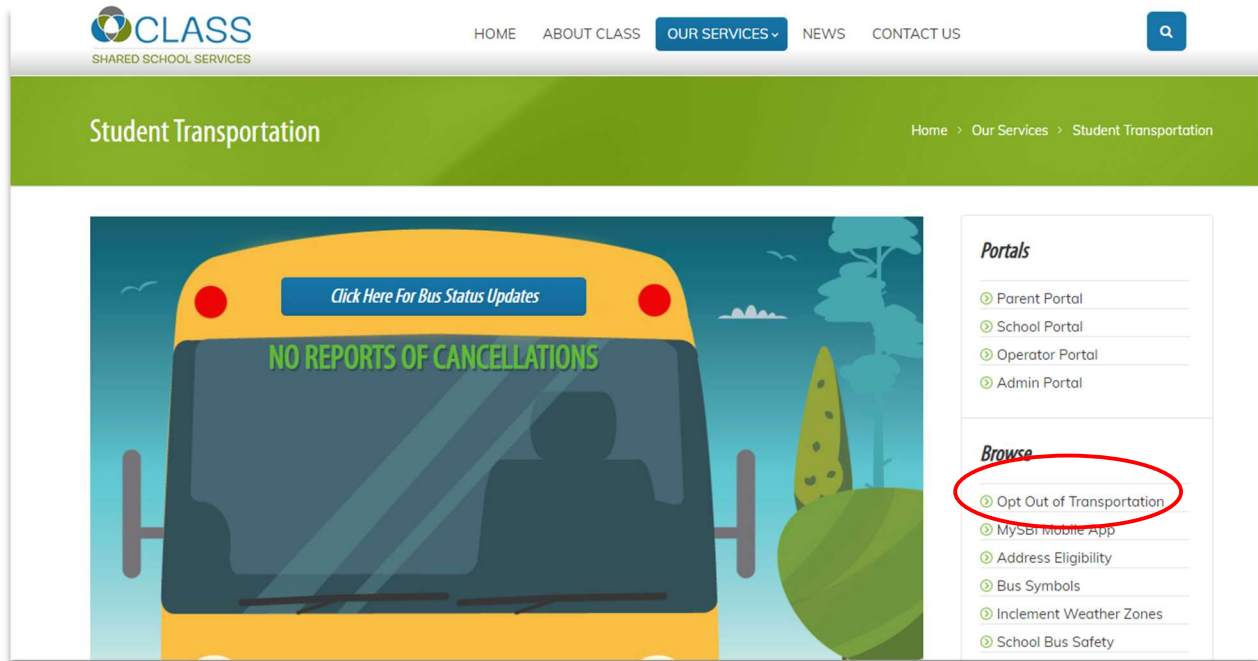
The screenshot shows a web-based form titled "Medical Condition Notification Form". It includes dropdown menus for "Board", "School", and "Grade", each with a "--Select--" option. Below these are text input fields for "Student Last Name", "Student First Name", and "Student ID". A "Form type" section contains four checkboxes: "Anaphylaxis", "Inhaler", "Diabetic", and "Other". The "Emergency Contact Information" section has two parts, "Individual #1" and "Individual #2", each with fields for "Name", "Relation", and "Phone". A "Submitted by" section includes a checkbox for "I acknowledge that transportation procedures will apply.", followed by fields for "Last Name", "First Name", and "Email" (pre-filled with "katie.hurst@ckclass.ca"), and a blue "Submit" button. At the bottom, there is a paragraph of legal authorization text regarding the collection of information and liability.


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.




Forms

Decline Transportation

Board

--Select--

School

--Select--

Grade

--Select--

Student Last Name

Student First Name

Student ID

You are declining transportation for the following school year:

2019-2020

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

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).

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****