

BUS REGISTRATION VERIFICATION PROCESS

AT SCHOOL:

Computer Log In Instructions(Computer should be ready to enter data):

- Go to the AISD Webpage @ www.aisd.net
- Click **Family Support** Tab
- Under **Bus Services** click **Free Bus Service**. You will be redirected to the Transportation page.
- Click on **Find School and Transportation Information** hyperlink.
 - Have student/parent fill out student information sheet legibly and completely. Enter this info to determine eligibility
 - Please verify address only by a utility bill (gas, water, electric), affidavit, or a lease. On student information sheet list: **Proof of Residency (POR), Zip Code and Bus Stop** (example provided in packet)
 - Fill in the blanks on the computer screen (spelling, zip code, street suffix must be correct)
 - Click "Find/School Transportation Info" There you will see Bus Information. Enter bus information on the Student Information Sheet (Bus # and Stop)
 - If there is an error on the street name, there is a drop-down box (next to the street name) that you can use for clarification, then click "use selected match"
 - Any issues should be stated on the back of the student information sheet and on the problem spreadsheet for further research. Any student information sheets with problems will need to be placed in the separate envelope marked **Problems**. (EX: No Bus #'s, Unverifiable Address, No AM/PM bus, etc). Please include contact name and phone number on the problems spreadsheet and back of the student information sheet, so they can be contacted once the problem is resolved.

FOR OFFICE:

Please organize student information sheets by Bus # and place in envelope.

Please submit Problem Sheets in designated envelope marked **PROBLEMS**

*****ALL student sheets are to be turned in DAILY by the designated driver at the school location. Please turn slips in at the Transportation office (Ms. Debbie)*****

STUDENT TRANSPORTATION ELIGIBILITY INFO:

State of Texas Education Code 42.155 "Transportation Funding for Eligible Students": If the District operates a transportation system, the District is entitled to a state transportation allotment. The allotted funds must be used to provide transportation services to students who live two or more miles (10,560 ft) from the school they attend.

NOTE: ALL DISTANCES MUST BE MEASURED BY THE SHORTEST PUBLICLY TRAVELED ROUTE TO SCHOOL FROM THE STUDENT'S HOME OR FROM SCHOOL TO THE STUDENT'S HOME.

WEBSITE FOR PARENTS:

www.BusBulletin.com/parents.