



Date: Wednesday, June 2, 2021
To: All Schools
From: Transportation Branch
Subject: 2021-22 Student Transportation - Registration Information

The below information can be included in your school newsletters for parents who have questions regarding transportation service for next school year.

Transportation Registration

Students wishing to access school bus service must be registered. Once registered they will be issued an electronic bus pass which is required to board the bus.

- Families who are currently accessing school bus service have been automatically assigned a transportation re-enrollment form in their SchoolEngage account, effective June 1, 2021.
- Families with students who are not currently accessing school bus service but wish to utilize it in Sept 2021 will be required to complete a new Transportation Registration 2021-22 form, located in SchoolEngage. This form will be available June 3, 2021.
- Non-resident students requiring Out of Division service must contact transportation@rockyview.ab.ca to request a form be assigned to their account.

To access your SchoolEngage account please visit our website at www.rockyview.ab.ca/transportation.

Deadlines

Resident students who register or re-enroll for service prior to June 25, 2021, will receive an early registration discount of \$25 per student for the first two students/family, and \$12.50 per student for additional students within the same family. At least 50% of the applicable fees must be paid for the discount to be applied.

Applications received prior to Aug. 15, 2021 are guaranteed to be processed and approved for the start of the school term. Late or mid-term registrations will be processed weekly, which may cause a delay in service. Parents are responsible for transportation until service is confirmed.

If at any time transportation services are no longer required, parents must complete a 'Transportation Cancellation' form, located in your SchoolEngage account, to formally request your student be removed from service. Cancellations received prior to the Oct. 31 deadline are eligible for a full refund.

Transportation Fees

A minimum payment of 50% of the applicable transportation fees is due at time of registration. Once you have completed all necessary applications and added them to your basket you must 'checkout' to complete your payment. Forms that are submitted without payment **will not** be processed for approval.

The remainder of your eligible fees will be automatically processed onto your same method of payment on Oct. 31. For more information on our fees please visit www.rockyview.ab.ca/schools/schoolfees.