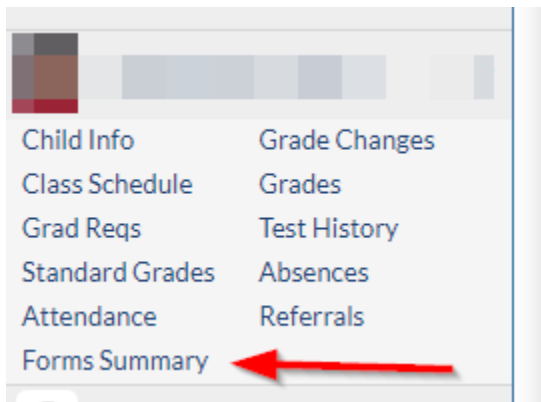


# Parent Portal: Updating/Viewing Transportation

When you log in to the parent portal for the first time each year, you should have a "Student Information Update Form" available to complete for each child. This allows parents to update all information. However, once that form is completed, it is removed from the front screen and you must use a different method to request a transportation method update. A form is available called "Transportation Changes." On the left side of the screen, click on the arrow beside your child's name. Then, look for "Forms Summary." From there, you will see the transportation form under "Available Forms." Complete a form for each child applicable.

Once completed, click **SUBMIT** and the form will flow to your child's school. Please allow 24-48 hours for the form to be approved and changes to be made in the system.



Child Info  
Class Schedule  
Grad Reqs  
Standard Grades  
Attendance  
Forms Summary

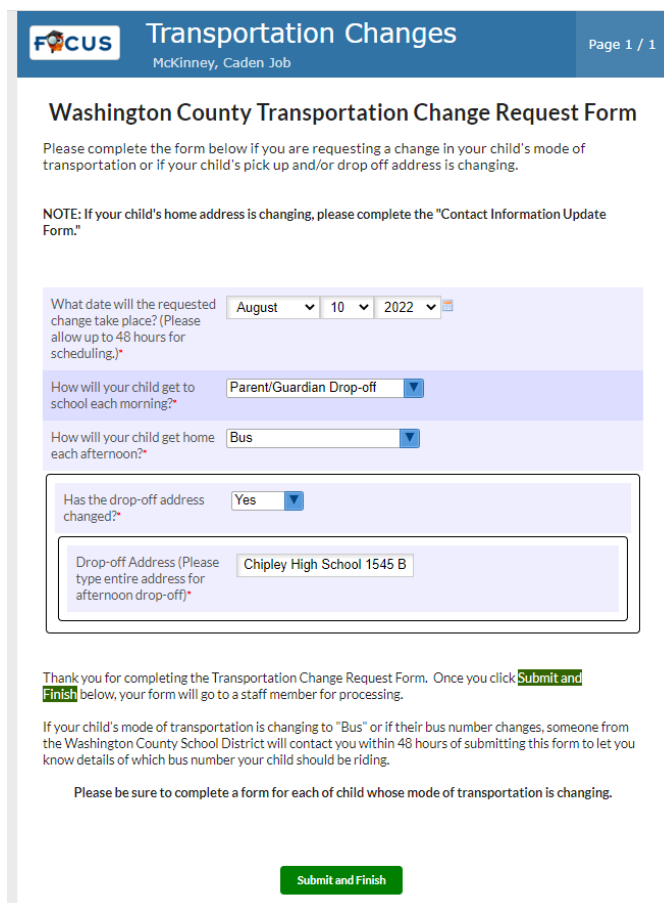
Grade Changes  
Grades  
Test History  
Absences  
Referrals

## Available Forms

The district has made the following forms available for you to complete as needed to update information.

Available forms for [Child Name]  
[Transportation Changes](#)  
[Contact Information Update Request](#)

Available forms for [Child Name]  
[Transportation Changes](#)  
[Contact Information Update Request](#)



**FOCUS Transportation Changes** Page 1 / 1  
McKinney, Caden Job

### Washington County Transportation Change Request Form

Please complete the form below if you are requesting a change in your child's mode of transportation or if your child's pick up and/or drop off address is changing.

**NOTE:** If your child's home address is changing, please complete the "Contact Information Update Form."

What date will the requested change take place? (Please allow up to 48 hours for scheduling.)\*  
August 10 2022

How will your child get to school each morning? Parent/Guardian Drop-off

How will your child get home each afternoon? Bus

Has the drop-off address changed? Yes

Drop-off Address (Please type entire address for afternoon drop-off)\*  
Chipley High School 1545 B

Thank you for completing the Transportation Change Request Form. Once you click **Submit and Finish** below, your form will go to a staff member for processing.

If your child's mode of transportation is changing to "Bus" or if their bus number changes, someone from the Washington County School District will contact you within 48 hours of submitting this form to let you know details of which bus number your child should be riding.

Please be sure to complete a form for each child whose mode of transportation is changing.

**Submit and Finish**

Rvd. 8/15/2022

# How to View Transportation Information

You can view your child's transportation information in Focus.

- 1) Click on "Child Info."
- 2) Then, Click the Transportation tab.
- 3) Information will be displayed on the right side of the screen.

The screenshot shows the Focus application interface. On the left, a sidebar contains navigation options: Calendar, Forms, Child Info (highlighted with a red circle 1), Grade Changes, Class Schedule, Grades, Grad Reqs, Test History, Standard Grades, Absences, Attendance, Referrals, and Forms Summary. Below these is a student profile for McKinney, Ezra. In the center, a filter pane lists various categories: Filter fields..., Addresses & Contacts, Classified, ESE, Enrollment, General, Graduation, Immunizations, MTSS, Medical Alert, Notes Regarding Student, Online Application, Student Documents, Transportation (highlighted with a red circle 2), Truancy, and Z Not Used. The main content area on the right is titled "Transportation" and displays a "Scheduling" table. The table includes the following rows:

| Scheduling                               |                          |
|--|--------------------------|
| Bus Transportation Scheduled             | ✓                        |
| Student Mode of Transportation Morning   | Parent/Guardian Drop-off |
| Student Mode of Transportation Afternoon | Bus                      |
| Pick-up Address                          | None                     |
| Pick-Up Address Change                   | No                       |
| Drop-Off Address                         | City                     |
| Drop-Off Address Change                  |                          |
| Bus Number AM                            |                          |
| Bus Number PM                            | 12-86                    |

Red arrows point from a red circle 3 to the "Bus Number AM" and "Bus Number PM" rows. The "Bus Number PM" row shows the value "12-86".