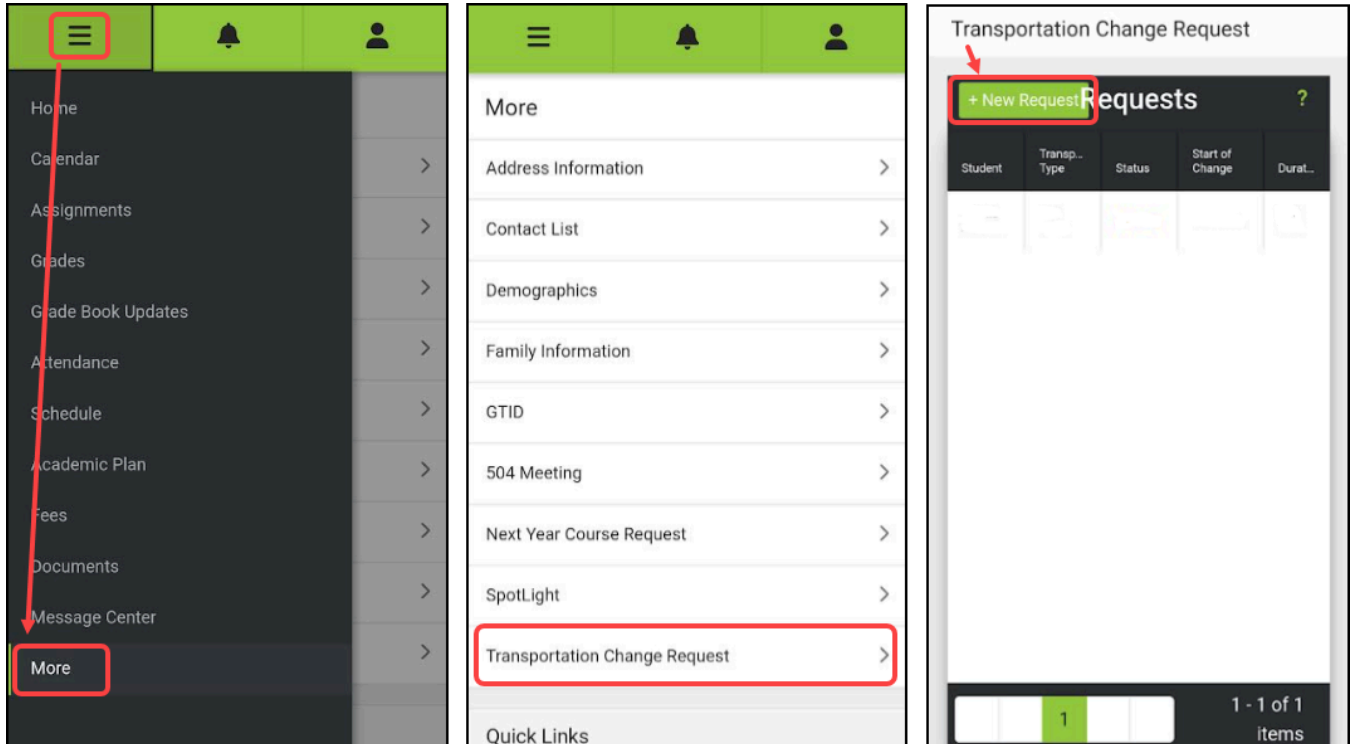


Parent Portal: Transportation Change Requests

Parents can now request temporary transportation changes through the Parent Portal. Requests are submitted directly to the school's office staff for review and parents will receive notification of their status by email and within the Portal.

1. Select **More > Transportation Change Request** in Parent Portal to access the request tool. Click the green **New Request** button to submit the request form.



2. Once your request has been reviewed by the school, you will receive notice that the change was either Approved or Denied by **email** and in the **Parent Portal**.

Important: The request is not approved until you receive confirmation via email or the Parent Portal.

