

EMAIL 8/25/23 Re: Bus Pass Instructions

Hope everyone is having a great summer! Attached is the Pre-K Bus Pass User Guide for your review. The guide will provide directions on how to access your Bus Pass Log, the PreK Bus Pass Documents folder, and the Completed PreK RTS Requests school folder. Our department staff will upload students into your log on the morning of Tuesday, September 5th from PowerSchool. After that date, you will need to update your list with any incoming students to your school. Please do not remove students that have left your building from your log. The PreK Bus Pass Document folder will have all the documents you will need for the year (Parent applications (English and Spanish; Word and PDF), flyers, and frequently asked questions) and the PreK RTS Requests school folder is where you will upload all your Parent/Guardian applications.

The PreK monthly RTS passes are set to be delivered on Tuesday, September 5th. In the envelope, you will find the first round of bus passes for distribution in the 2023-2024 school year. At the end of every month, our department staff will review your monthly log, this is how we know to send you more passes. Please have all completed Parent/Guardian Requests and your monthly log up to date by the dates listed below.

- Thursday, October 5th
- Thursday, November 2nd
- Friday, December 1st
- Thursday, January 4th
- Thursday, February 1st
- Monday, March 4th
- Wednesday, April 10th
- Wednesday, May 1st
- Tuesday, June 4th
- Year End Pick-up and complete log by Wednesday, June 26th

If you don't have access to your log and/or need assistance, please contact me as soon as possible.

Reminder tips:

- Log the bus pass number assigned to the parent/guardian in the log.
- Upload the Completed Parent Requests before the due dates.
- Report lost or stolen passes
- Remind parents/guardians to swipe on the old-style fair box on the bus.

If you have any questions or concerns, please feel free to call me. Have a great school year!

Luv-Li Hall

Clerical Support

Department of Early Childhood

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#PreKvibes