Bus Registration Instructions for Students entering Grades 7 through 12 using the Aspen Parent Portal:

1. Decide what method you are going to use to pay the fee. The fee is $350 per child for the 1st two children, maximum fee of $700 per family. **After June 30th** the fee increases to $400 per student with an $800 family cap.

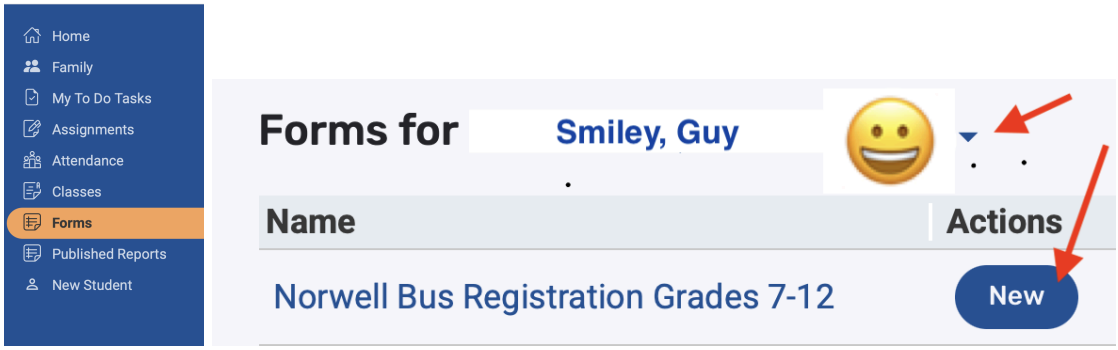
    Options for payment are:

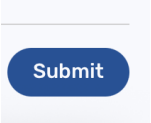
    a) Pay **online** using this link to Unibank using an electronic check (50 cent bank processing fee) or Amex, Mastercard, Discover, PayPal or Venmo ($10 or $27.50 bank processing fee depending on number of students registering). Select Bus Fees and the appropriate amount of students. Note the confirmation number as you will need this to register your student.

    b) By **check or cash** mailed or dropped off at Norwell Public Schools Central Office at 322 Main Street.

    c) **Waiver request**: Families who are eligible for free or reduced lunch or who are experiencing unusual family and/or economic circumstances may apply for a confidential waiver of the school bus fee with the building principal by selecting Waiver on the registration in Aspen. If you are requesting a waiver for this bus fee you are agreeing to complete and submit a Free and Reduced Lunch Application and the Sharing form before school begins. Both can be found on the Norwell Schools Food Service Page later in the summer.

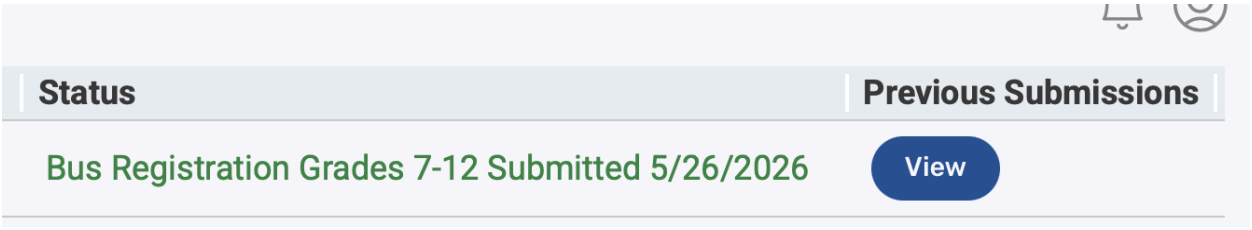
2. Log in to your Aspen parent portal (parent usernames are their email all lowercase) and complete the Norwell Bus Registration Grades 7-12 form. Select the Forms section and select the New button under Actions for the student listed at the top of the screen. To switch between students use the drop down arrow to the right of the student photo.



Answer all the questions and select Submit. 

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If you successfully submitted the registration you will see the following to the right of the registration under the Status column:



Repeat these steps for each student entering grades 7 through 12. Do not fill this out for your student if they will be in grades K through 6. There is no fee for students in grades K through 6 and it is assumed they are riding unless we hear otherwise from the parent.

If you have any questions, please contact Kathy Lynch at kathleen.lynch@norwellschools.org.