

## **Bus Registration Instructions Grades 7-12 using the Aspen Parent Portal:**

1. Decide what method you are going to use to pay the fee. Fee is \$350 per child for 1<sup>st</sup> two children, maximum fee of \$700 per family. **After June 30** the fee increases to \$400 per student with a \$800 family cap.

Options for payment are:

a) Pay online using the [link](#) to Unibank on the NPS website 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 the first week of school. 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 registration workflow. To access the workflow first click on the symbol in the upper right corner that looks like a person and select View Full Site. The Bus registration can be found on the Pages tab. Select Initiate to start the workflow, select your student and next and fill in the information. Select the finish button to post the form.