

Transportation Request Instructions*

***Transportation can not be provided outside the school district**

These are the instructions for requesting transportation to and from school.

Log on to your student's PowerSchool/PowerParent account.

1. Under Student profile,
 - a. Go to **Student forms**.
 - b. Go to **General forms**.
 - c. Go to the **Transportation Change Request form**.
2. Fill out the Transportation Change Request form.
 - a. First question: " Does your student need to ride a bus to and/or from school this year?" Answer **YES**. **If you don't answer yes, your student will not be placed on a bus.**
 - b. Second question: Select a choice (am, pm, both)
3. The next two questions depend on which AM, PM, or both choices you made.
4. If it is just **AM pick-up**,
 - a. Pick up location: select the home or daycare option.
5. If it is just **PM drop-off**
 - a. Drop-off location: select the home or daycare option.
6. It is both **AM pick-up** and **PM drop-off**; **you will do both 5 and 6.**
7. Put your name in the Parent-Guardian signature box.
8. Enter the correct date when filling out the form.
9. Submit form

Transportation will receive an email once this form is filled out. **It can take up to 5 working days to assign your student to a bus**, depending on how many transportation requests are being processed.

If you have any questions, please contact either John Miehm (Transportation Coordinator) or Nikki Frye (Pupil Account Specialist)

StopFinder Instructions

You can find a lot of information about StopFinder on the **Swartz Creek Community Schools** website under the **Transportation tab**. A video is available that demonstrates all the features of StopFinder and explains how to set up and use the app. Additionally, there is a Q&A section that addresses frequently asked questions about StopFinder.

This app will allow you to view your student's bus schedule, bus number, color (for elementary students), and the driver for the school year. Please keep in mind that the scheduled times are approximate, so it's important for your student to be **at the bus stop 10 minutes prior to the bus's arrival**.

To set up StopFinder, log into your student's PowerSchool/PowerParent account:

1. Under the Student Profile, go to "Student Contacts."
2. In the Parent/Guardian Contact box 1, ensure that the email address is correct.
3. In the Parent/Guardian Contact box 2, provide a correct email address if you want to include a second contact.

Please do not download the StopFinder app until you have received an invitation email from the Transportation department. Once you receive this invitation, follow the instructions in the email and refer to the Transportation page on the Swartz Creek Community Schools website for further assistance in setting up the app.

If you already use the StopFinder app, you may need to log off and log back in before the start of the school year. If you haven't used it for a while, you may need to uninstall and reinstall the app.

If you have any questions, please reach out to John, the Transportation Coordinator, at (810) 591-2113 or via email at jmiehm@swcrk.org.

Latchkey Transportation Instructions

These are the Latchkey instructions to take the shuttle to and from either Morrish Latchkey to Elms Road Elementary or Syring Latchkey to Dieck and Gaines Elementary.

1. Log on to your student's PowerSchool/PowerParent account.
2. Under Student profile,
 - a. Go to **Student forms**.
 - b. Go to **General forms**.
 - c. Go to the **Transportation Change Request form**.
3. Fill out the Transportation Change Request form.
 - a. First question: " Does your student need to ride a bus to and/or from school this year?" Answer **YES**. **If you don't answer yes, your student will not be placed on a bus.**
 - b. Second question: Select a choice (am, pm, both)
4. The next two questions depend on which AM, PM, or both choices you made.
5. If it is just **AM pick-up**,
 - a. Pick up location: select Day care, then select either Morrish Latchkey or Syring Latchkey.
6. If it is just **PM drop-off**
 - a. Drop-off location: select daycare, then select either Morrish Latchkey or Syring Latchkey.
7. It is both **AM pick-up** and **PM drop-off**; **you will do both 5 and 6.**
8. Put your name in the Parent-Guardian signature box.
9. Enter the correct date when filling out the form.
10. Submit form

Transportation will receive an email once this form is filled out. **It can take up to 5 working days to assign your student to a bus**, depending on how many transportation requests are being processed.

If you have any questions, please contact either Mae Bandall (EC Program Coordinator) or John Miehm (Transportation Coordinator)