

Registration Process for Bus Passes

St. Albert Public Schools is now able to offer a single point of purchase for all your school and transportation fees. Families will need to access the school fees section of PowerSchool Parent Portal to complete these payments. We recognize this is a period of transition and below are instructions for a number of different scenarios:

I already have a PowerSchool Parent Portal account and am able to access it.

Go to www.ps.spschools.org and log into the portal. Select student fees located at the bottom of the left hand column. Under each child's tab, you will be able to select the appropriate bus pass for purchase.

I already have a PowerSchool Parent Portal account but I don't remember my password.

Go to www.ps.spschools.org and select forgot my password option. The program will assist you in setting a new password.

I received information about the PowerSchool Parent Portal but didn't activate my account.

If you have your access ID and password, go to ps.spschools.org and select the create an account tab. Use the information on the letter to create your parent account.

If you do not have your access ID and password, please contact your child's school and request the information.

My child is new to St. Albert Public Schools.

Upon registration, an access ID and password will be issued to the family in the form of a letter. The letter contains both the steps and credentials to create an account. If you have registered your child, but not received this information, please contact your child's school and request the information.

I have a PowerSchool Parent Portal account but one of my children is new to the district (e.g. Kindergarten).

Once you have received the letter with this child's access ID and password, go to www.ps.spschools.org and log into the portal. Select Account Preferences from the left hand column. Then select the Students tab, and click the Add button. The portal will guide you through the process of using the access ID and password you received to add any additional children to your account.

If you have any questions about purchasing bus passes, please call Transportation at 780.460.3712.



St. Albert Public Schools

Don't miss the bus!

Parents, the deadline for registering your child for yellow bus service for the 2016-17 school year is **June 1st**. If your child is eligible for busing, they must be registered by that date to guarantee their seat on the bus.

Early bird pricing is in effect only until June 1st.

Registering has never been easier! You can now register and pay online at www.spschools.org/bus-pass-application-form.

If you have questions about your child's bus pass or eligibility, please check our website at www.spschools.org or contact Transportation Services at transportation@spschools.org or 780.460.3712.

District Administration Office
60 Sir Winston Churchill Avenue
780.460.3712
www.spschools.org

St. Albert PUBLIC SCHOOLS