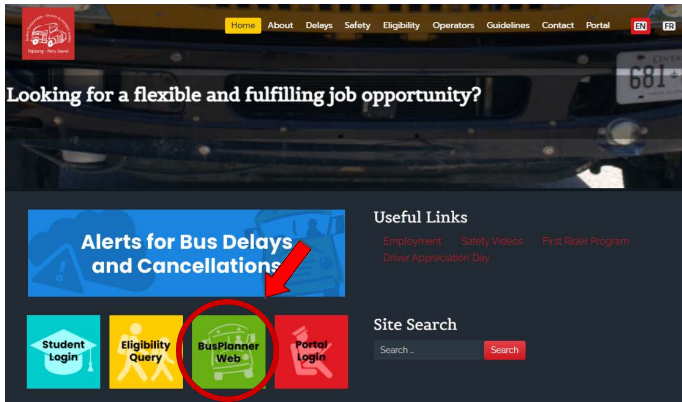
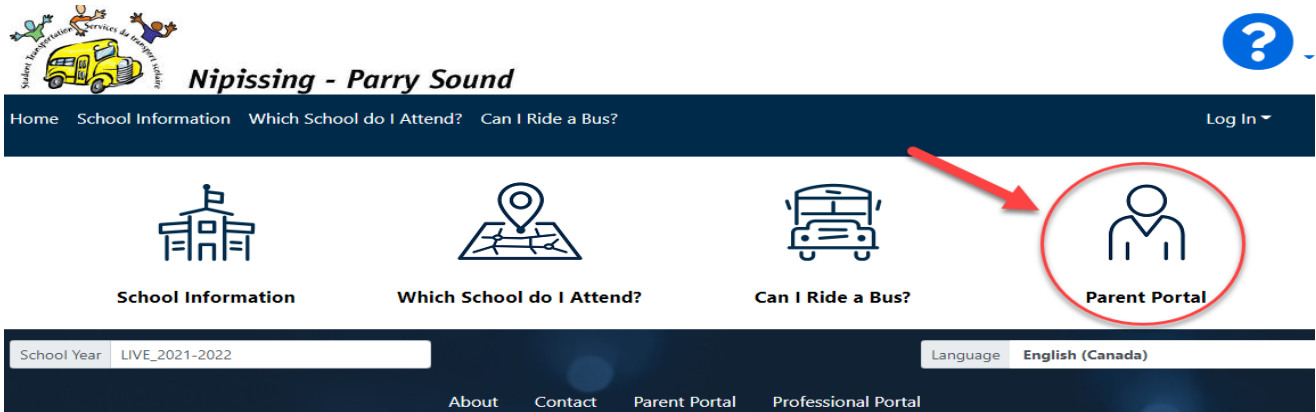


BUS PLANNER PARENT PORTAL WEB INSTRUCTIONS

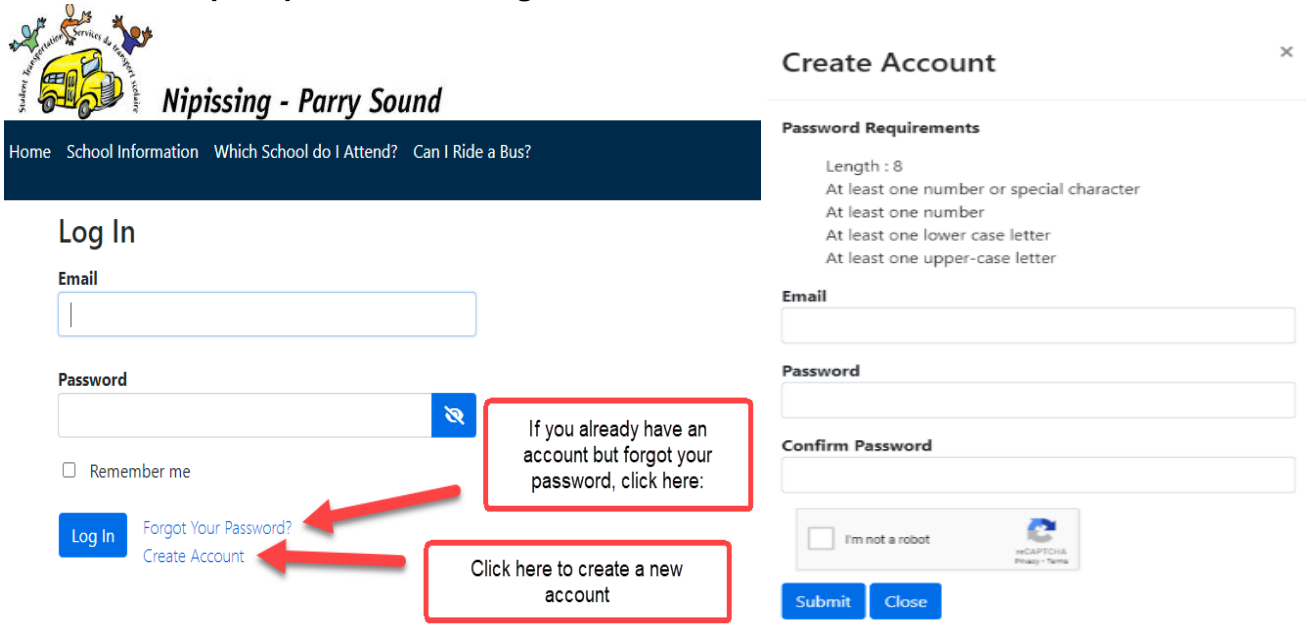
1. Click the green BusPlanner Web icon on the middle left hand side of our home page.



2. Select Parent Portal.

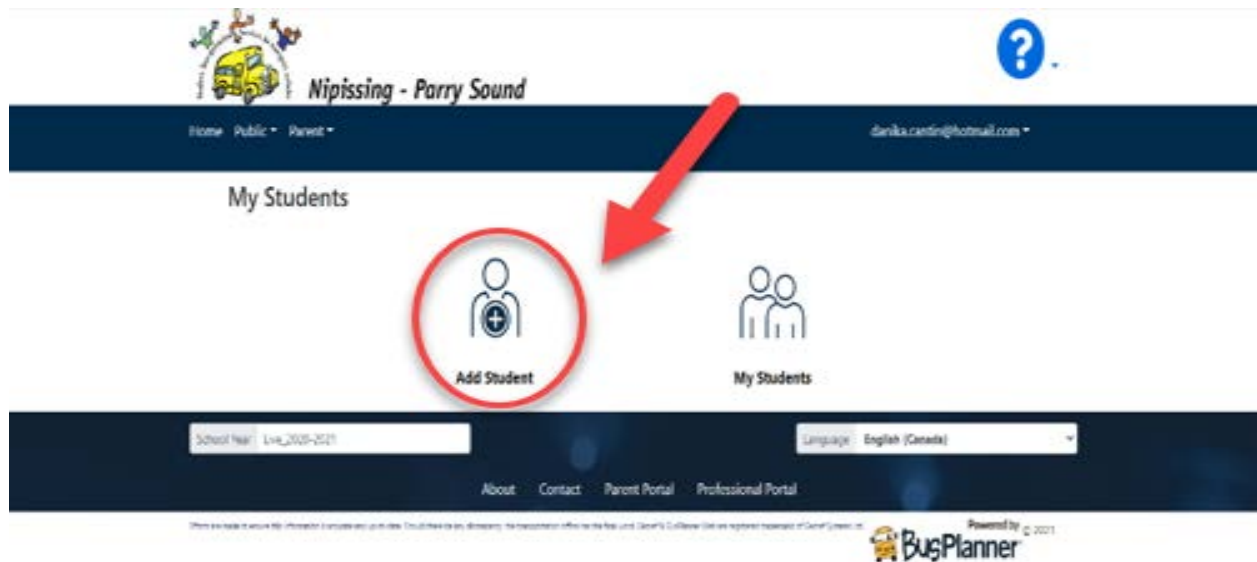


3. Use your email and password to log in. If you do not have an account, select "Create Account" and follow the prompts to create a login.



- 4.

5. Select “Add Student”.



6. Add Student Information:

Add Student ×

Student ID **a)**

Street Number **b)**

School **c)**

Grade **d)**

Add Student **Close**

- a) your student OEN number – you will find this number on the student report card. If you do not have this number please reach out to your school and ask them for it (only include the 9 numbers with NO spaces and NO dashes)
- b) street number (do NOT include the street name, this box is for the house number only)
- c) school name
- d) grade - if your student is attending a specific program at their school please be sure to include the program code in your grade selection (Please see Program Codes for Grade Selection on page 3)

7. Repeat step 5 for every student in your care.

If this portal is not working for you, please contact us at 705-472-8840.

PROGRAM CODES FOR GRADE SELECTION

Bus Planner Web Instructions, Section 5. d)

JK OPTIONS

JK	Junior Kindergarten English
JF	Junior Kindergarten French Immersion

SK OPTIONS

SK	Senior Kindergarten English
KF	Senior Kindergarten French Immersion

GRADE 1 OPTIONS

01	Grade 1 English
01F	Grade 1 French Immersion

GRADE 2 OPTIONS

02	Grade 2 English
02F	Grade 2 French Immersion

GRADE 3 OPTIONS

03	Grade 3 English
03F	Grade 3 French Immersion

GRADE 4 OPTIONS

04	Grade 4 English
04F	Grade 4 French Immersion

GRADE 5 OPTIONS

05	Grade 5 English
05F	Grade 5 French Immersion
05X	Grade 5 Extended French

GRADE 6 OPTIONS

06	Grade 6 English
06F	Grade 6 French Immersion
06X	Grade 6 Extended French

GRADE 7 OPTIONS

07	Grade 7 English
07F	Grade 7 French Immersion
07X	Grade 7 Extended French
07A	Grade 7 Arts Program Intent
07S	Grade 7 STEAM Program Intent
07SP	Grade 7 Sports Program Intent

GRADE 8 OPTIONS

08	Grade 8 English
08F	Grade 8 French Immersion
08X	Grade 8 Extended French
08A	Grade 8 Arts Program Intent
08S	Grade 8 STEAM Program Intent
08SP	Grade 8 Sports Program Intent

GRADE 9 OPTIONS

09	Grade 9 English
09F	Grade 9 French Immersion
09X	Grade 9 Extended French
09A	Grade 9 Arts Program
09S	Grade 9 STEAM Program
09SP	Grade 9 Sports Program
09BE	Grade 9 IB English Program
09BF	Grade 9 IB French Program
09L	Grade 9 Laurentian Learning Centre
09T	Grade 9 Till Program

GRADE 10 OPTIONS

10	Grade 10 English
10F	Grade 10 French Immersion
10X	Grade 10 Extended French
10A	Grade 10 Arts Program
10S	Grade 10 STEAM Program
10SP	Grade 10 Sports Program
10BE	Grade 10 IB English Program
10BF	Grade 10 IB French Program
10L	Grade 10 Laurentian Learning Centre
10T	Grade 10 Till Program

GRADE 11 OPTIONS

11	Grade 11 English
11F	Grade 11 French Immersion
11X	Grade 11 Extended French
11A	Grade 11 Arts Program
11S	Grade 11 STEAM Program
11SP	Grade 11 Sports Program
11BE	Grade 11 IB English Program
11BF	Grade 11 IB French Program
11L	Grade 11 Laurentian Learning Centre
11T	Grade 11 Till Program

GRADE 12 OPTIONS

12	Grade 12 English
12F	Grade 12 French Immersion
12X	Grade 12 Extended French
12A	Grade 12 Arts Program
12S	Grade 12 STEAM Program
12SP	Grade 12 Sports Program
12BE	Grade 12 IB English Program
12BF	Grade 12 IB French Program
12L	Grade 12 Laurentian Learning Centre
12T	Grade 12 Till Program