

BUS REGISTRATION VERIFICATION PROCESS

AT SCHOOL:

Computer Log In Instructions(Computer should be ready to enter data):

- Go to the **AISD Webpage @ www.aisd.net**

- Under **Bus Services** click **Free Bus Service**. You will be redirected to the Transportation page.
- Click on **Find School and Transportation Information** hyperlink.
 - Have student/parent fill out student information sheet legibly and completely. Enter this info to determine eligibility
 - Please verify address only by a utility bill (gas, water, electric), affidavit, or a lease. On student information sheet list: **Proof of Residency (POR), Zip Code and Bus Stop** (example provided in packet)
 - Fill in the blanks on the computer screen (spelling, zip code, street suffix must be correct)
- Click "Find/School Transportation Info" There you will see Bus Information. Enter bus information on the Student Information Sheet (Bus # and Stop)
- If there is an error on the street name, there is a drop-down box (next to the street name) that you can use for clarification, then click "use selected match"

Any issues should be stated on the back of the student information sheet.