



# Framingham Public Schools

## Transportation Registration Procedure

### 2017 – 2018

In order for your child to ride the bus for the next school year 2017-2018, students in grades K – 5 that live **within 2 miles** of their assigned school and **ALL** students in grades 6 – 12, **must** log into the Aspen X2 Portal and complete a Transportation Request form.

**No student will be assigned to a bus unless a request for bus transportation is received and approved by the Transportation Department. \***

\* Students in grades K – 5, who live **outside the 2 mile** limit of their assigned school, **will be automatically assigned a bus stop** close to their residential address.

Refer to the *Ineligible Street Listing* on the Transportation Dept. webpage.

### **Deadline for transportation sign up is May 31, 2017**

Transportation requests received after the May 31<sup>st</sup> deadline may not be processed until after the start of school year!

**STEP 1: Sign into the Aspen X2 Portal.** If this is your first time accessing the Aspen X2 Portal, your login ID is your student's 6-digit LASID and the default password of your student's birthday as MMDDYYYY. If you are a parent of a HS or MS student and have accessed the X2 Portal for other information, you will use your student's LASID and existing password. (*Illustrated login instructions on Transportation Dept. webpage*) If you are using a mobile device, once you are logged in, select [\*View Full Site\*](#). If you are requesting transportation for more than one student, you will log into each student's account with their individual LASID number.

**STEP 2: Complete the Transportation Request Form.** (*Illustrated instructions on Transportation Dept. webpage*) Carefully review the address and email that is on the form. This information will be used to assign a bus and to send confirmation and notification emails.

**STEP 3: Confirmation email delivered,** to the primary contact email address on file at your student's school and listed on the Transportation Request form. Attach the confirmation email to your payment, if required.

**STEP 4: Make a payment.** Students entering grades K – 6 who live **within 2 miles** of their assigned school and **ALL** students grades 7 – 12, are required to pay the bus fee of \$250 per child / \$500 family maximum. Bus fee payment deadline is July 31, 2017. Check or money order will be accepted, payable to the *Town of Framingham*, mail to; Parent Information Center, 31 Flagg Dr., Door 4A, Framingham MA 01702. No cash will be accepted. The bus fee is waived for students who qualify for the Free/Reduced Meals program.

**STEP 5: Notification email delivered,** in late August of student's bus information, to the primary contact email address on file at your student's school and listed on the Transportation Request form.