



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 31st 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.