R Private School Transportation

Attn: Parents/Guardians of Private School Students

We are happy to be able to provide Bus Transportation for your Student(s) that attend:

St. Hilary, Old Trail School, or Assumption Academy

Beginning with the 2022/2023 School Year, in order for Revere to provide District Transportation for your student, you must create a Final Forms Account.

Log Into Final Forms to Create an Account through the Website: <u>www.revereschools.org</u> – Families - Student Registration or Directly at: <u>https://www.revereschools.org/domain/417</u>

Follow the prompts to enroll your student into Revere Schools. When selecting the school year, be sure to click the blue box at the top of the screen to select 2022/2023 School Year. (Note: After June 18th, you will not need to complete this step as you will automatically be directed to 2022/2023 School Year).

Select Student Status: Private School

On the Transportation Form: Select your Before & After School Transportation Choices

Enter in all of your information in the required fields. When the forms are all complete, they will change from 'Red' to 'Green' in color. In order for the registration to be complete, all forms must be Green.

Use your student's personal email, as they will not be issued a Revere School email. Your student will also need to sign off on their required forms (eg. Revere Student Handbook).

You will NOT need to have an in-person registration appointment nor provide additional documentation outside of Final Forms. However, at any time Revere Administration may request information, such as student birth certificate, parent/guardian proof of residency, proof of custody, etc., at their discretion. If and upon district request, the parent/guardian must provide requested documentation within the requested time frame. We will only notify you if this process is needed.

Once your Student's Final Forms account is set up, the information remains in the system and will only need to be resigned annually. You may log back in at any time if your information changes, such as emergency contacts, address change, bus route, etc.

At any time, if your student will no longer use Revere Transportation Services, email Kathy Kiss to notify her of this change.

We are looking forward to another successful school year!

If you have any question regarding Transportation please contact Kathy Kiss: kkiss@revereschools.org

If you have any questions regarding Final Forms please contact Christine Thomas: <u>cthomas@revereschools.org</u>