Transportation Enrollment/Changes/Renewals
PROCEDURE SIS-P023
ANSON COUNTY SCHOOLS

1.0 SCOPE:

1.1 This procedure outlines the aspects of school enrollment for student Transportation needs.

1.2 This procedure also outlines the steps needed by office/school staff to ensure proper enrollment and adhere to timelines needed for ensuring bus transportation, if needed.

2.0 RESPONSIBILITY

2.1 School Office Personnel

2.2 Data Manager

3.0 APPROVAL AUTHORITY

3.1 Administrator of Student Information Services

3.2 Director of Transportation

_____   _____

Signature and Date   Signature and Date

4.0 PROCEDURE:

4.1 New Student Enrollment application is to be completed and staff are to notify parent/guardian of the 2-3 day delay for those students in need of bus transportation. Also, notify parent/guardian that alternate transportation will need to be provided in the interim. The 2-3 day delay allows for processing to ensure liability requirements are met.

    4.1.1 Application for Enrollment is to be scanned/sent to Data Manager immediately along with the Transportation form. The Transportation form will be sent to the Transportation Dept. immediately and the Data Manager will enroll the student in PowerSchool within 24 hours. If the Data Manger is absent, please forward to Administrator of Student Information Services for immediate processing.

    4.1.2 Transportation Dept. will notify school when bus routing is complete.

4.2 Returning Students are to have their Transportation forms reviewed no less than annually and/or when address changes are needed.

    4.2.1 Please notify the parent/guardian of bus riders that the updated address change could take 2-3 days to process before taking effect and alternate transportation may be need to be provided by the parent/guardian.

    4.2.2 Forward completed Transportation form to the Transportation dept. immediately and supply a copy/notify the School's Data Manager for PowerSchool to be updated.

4.2.3 Transportation Dept. will notify school when bus routing is complete.

5.0 ASSOCIATED DOCUMENTS

5.1 Please see flow chart visual outlining of the process.

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Application for Enrollment	Cumulative File	Indefinite		
Transportation Form	School files	5 year	Shred	

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
7/1/2021		Initial Release

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