

# Duval County Public Schools

## Guide to Completing the Transportation Registration for Bus Stop Assignment 2020-2021

**Transportation registration is only available online and must be completed electronically**

*Transportation Registration is only available to parents with students currently enrolled in a Duval County Public School.  
Charter school students should contact their school of attendance for transportation information.*

### **How do I register my child for school bus transportation? Where do I go and what do I need to do?**

If you have a Parent Focus account and your child(ren) are linked to your account go to **PAGE 2**. If not, follow these steps for Parent Registration.

#### **Parent Registration For Focus**

- 1. Create a Duval County Public Schools Public User Account:**  
<https://oneview.duvalschools.org/sites/PublicUserRegistration/Pages/Enrollment.aspx>
- 2. Follow the on-screen directions to complete the form.**
  - Be sure to enter your first and last name, your personal email address, and password when creating the account.
  - Make note of the email address and password you used as it will be used again in the future.
- 3. If applicable, link your child to your account on the Student Information page by entering their school name, student ID#, and last name.**
  - Note: You can connect all of your children within this one account. You do not need to create a separate account for each child!
- 4. Confirm your account information and click Finish.**
- 5. Go to the email account you used to create your user account and open the email from FIMservice@duvalschools.org. Click on the 'Email Validation Link'.**
  - Your email account must be verified within 7 days using the link from the email.
- 6. After verifying your email account through the email from FIMservice@duvalschools.org you now have 21 days to visit your child's school to validate your Parent/Guardian account and student link.**
  - Be sure to take a photo ID to the school and have a staff member approve your request.
- 7. Within 24 hours after the school verifies your account, using the email address and password used to create your Parent/Guardian Account, login to OneView or Focus.**
  - OneView: <https://OneView.duvalschools.org>
  - Focus: <https://duval.focusschoolsoftware.com>.
  - Be sure to use Google Chrome.

## **I have a Parent Focus account and my child(ren) are linked to my account. What is next?**

If you have submitted a 2021 Magnet Bus Stop Form there is no need to submit a Transportation Registration Form, go to **PAGE 3**. If not, follow these steps for Transportation Registration.

**Step 1** – While logged into your Parent Focus account, select the student, then select “Child Info” on the left side of the screen. Select “Forms” from the list above the student. Select “Transportation Registration Form”.

**Step 2** – You are now at the Transportation Registration. Review all listed information. The primary address will be used to determine school bus assignment.

- Is the information correct?
  - Yes, move on to Step 3
    - If your primary address is correct, but your child intends to ride a bus to/from somewhere other than the primary address, see the instructions below for submitting an alternate address.
  - No, contact your school to have the information corrected.
    - If the primary address needs to be changed, your school will ask for proof of residency documents. Address corrections typically take 24 – 48 hours to show up in Focus after it has been entered by the school.

**Step 3** – Does your child need school bus transportation?

- Yes, click “yes”.
- No, click “no”.

**Step 4** – Check in 7 – 10 business days, but no earlier than August 4, 2020 for your child’s bus stop assignment.

Repeat steps 1-3 for each child needing transportation

### **The information on the Transportation Registration is correct but, I would like my bus assignment to be based on somewhere other than the primary address. What should I do?**

*An Alternate Address Form can only be processed after the Transportation Registration has been submitted. School Board policy and transportation guidelines will be used in assigning a bus using an alternate address.*

**Step 1** – Visit <https://dcps.duvalschools.org/Page/9209>

- In the comment section describe the transportation plan for your child. Indicate when the alternate address is to be used.

**Step 2** – Check in Focus 7 – 10 business days, but no earlier than August 4, 2020 for your child’s bus stop assignment using the instruction below.

Repeat Step 1 for each child needing transportation

## **I submitted the registration; how do I find my child's bus stop information? Where do I go?**

**Step 1** – If it has been 7 – 10 business days since the application was submitted and it is after August 4, 2020, log into your Parent Focus account.

**Step 2** – While logged in to your Parent Focus account, select the student click "Child Info" on the left side of the screen. Select "Transportation" from the list.

**Step 3** – Your child's transportation information will be displayed. Carefully read the information. Pay special attention to the effective date. The effective date is the date your child's ridership will begin.

- Do you have questions concerning your student's stop?
  - Yes, Frequently Asked Questions may have the answer. Visit <https://dcps.duvalschools.org/Page/24562>
  - No, move on to Step 4.

**Step 4** – Print the information. Complete steps 1-4 for each child needing transportation

**Step 5** – Get ready to ride the bus.

- Review the bus stop information and the Bus Safety Information at <https://dcps.duvalschools.org/Page/9211> with your child.
- Ensure your child has a mask to ride the bus.
- At the beginning of school, bus drivers will not know your child. Bring the printed information from Step 4 to the bus stop. This document will help the bus driver and school personnel verify your child is on the right bus using the right stop at the right time. The bus driver will be able to compare the printed information against the bus roster.
- In addition to your child's copy, make a copy of the information for yourself.

Repeat steps 2 -4 for each child needing transportation

Schools will send updates through parent communications throughout the school year regarding bus ridership. Be sure to also visit our Back to School webpage, [www.duvalschools.org/backtoschool2020](http://www.duvalschools.org/backtoschool2020) for information. Thank you for your patience as we work to provide the safest transportation and learning environment.