



# Wondering how your child will get to school next year?



DUVAL COUNTY  
PUBLIC SCHOOLS

## Bus stop registration opens June 13!

### How to register starting June 13:

All students except those receiving ESE services must register for transportation before they may ride a bus.

1. Login into the parent/guardian Focus account and select your child's name
2. Select *Child Info*
3. Select *Forms*
4. Select *Transportation Registration Form*
5. The primary address is used to determine the bus assignment.

If the address is correct, go to "*Does Your Child Need Bus Transportation*" and select *Yes*

If the address is not correct, contact your child's school to update before proceeding.

6. Click *Submit Request*

Repeat these steps for any additional students in the family.

### To view the bus stop information:

After 10 business days from registering your student, but not before July 28th, log in to your Parent Focus Account, select your child's name, select *Child Info*, then select *Transportation* from the list to locate your child's bus information. Pay special attention to the effective date as that is the date your child's ridership will begin.

### Alternate Address

If your family uses an alternate address for a bus stop, after clicking *Submit Request*, visit [www.duvalschools.org/dcpstransportation](http://www.duvalschools.org/dcpstransportation) for further instructions.

### Need a Focus account to get started?

To open a Focus account, go to [duvalschools.org/focus](http://duvalschools.org/focus). Once your account is established, please follow the directions on this sheet to register your student for bus transportation.

### Important Dates

June 13	Bus stop registration open in Focus
July 28	Bus stop information will be made available in Focus. Request submitted after July 19 will be posted within 10 school days after submission. Please check your Parent Focus account for updates.
Aug 15	First day of school

### For more information:

Visit [www.duvalschools.org/dcpstransportation](http://www.duvalschools.org/dcpstransportation)

Call 858-6200 between 7:30 a.m. – 4:30 p.m.

Extended service hours of 7 a.m. – 6:30 p.m. from August 3 – August 26