

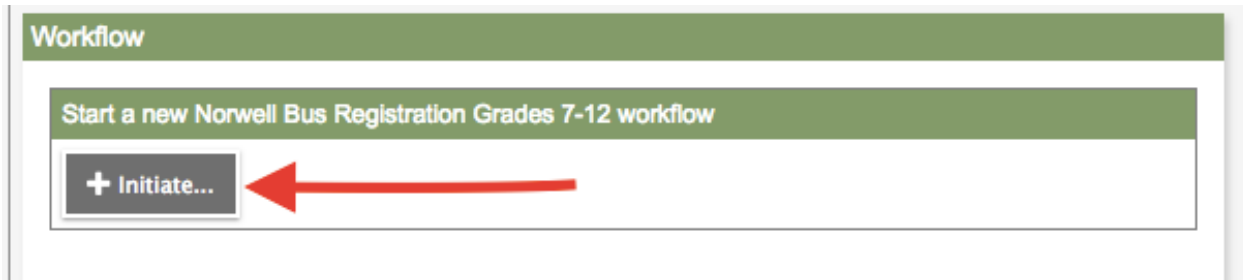
Bus Registration Instructions Grades 7-12 using the Aspen Parent Portal:

- 1) Decide what method you method you are going to use to pay the fee. Fee is \$250 per child for 1st two children, maximum fee of \$500 per family. After July 31 the fee increases to \$300 per student with \$600 family cap.

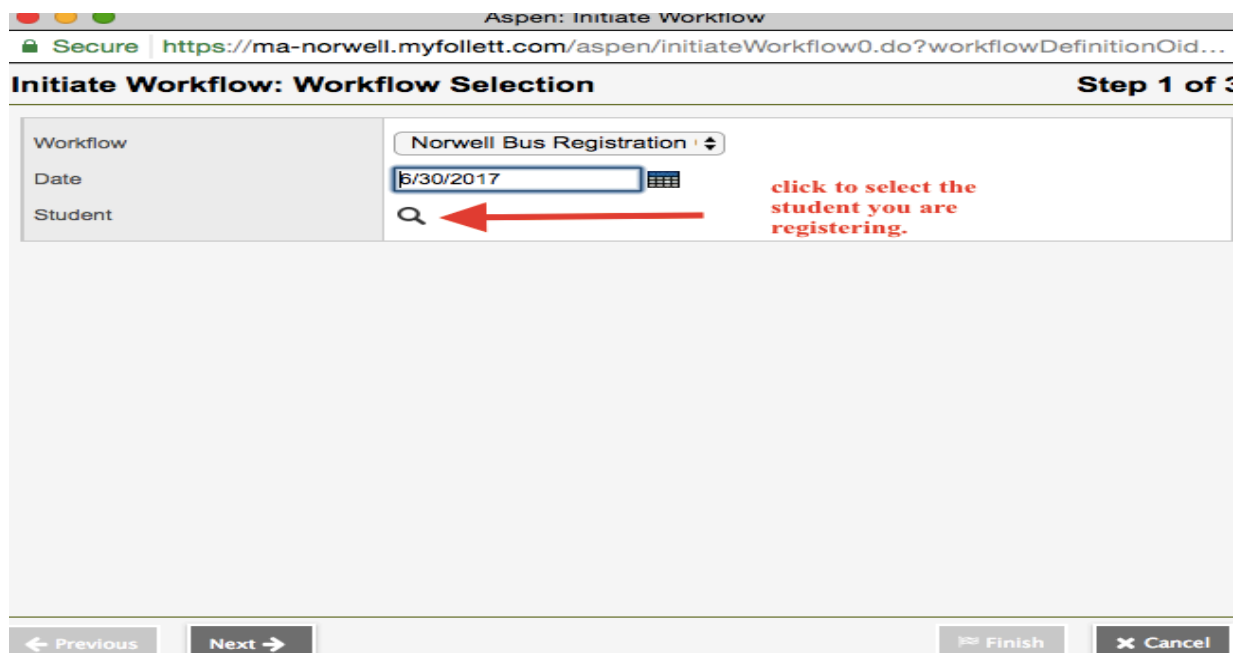
Options for payment are:

- a) Pay online using the link to Unibank on the NPS website <https://www.norwellschools.org/domain/33> using an electronic check (25 cent bank processing fee) or Amex, Mastercard or Discover (\$10 or \$17.50 bank processing fee depending on number of students registering). Select Bus Fees and the appropriate amount of students. Note the confirmation number as you will need this to register your student.
- b) By check or cash mailed or dropped off at Central Office 322 Main Street.
- c) Waiver request. See actual registration for more information

2. Log in to your Aspen (X2) parent portal (parent usernames are lastname.parentfirstname.fam (all lowercase). On the Pages Tab select Initiate button under the Workflow described as "Start a new Norwell Bus Registration Grades 7-12 workflow"



3. Select the student that you want to register for the bus and then the Next button. Select Yes in the drop down box that you want to register them for the bus. This will need to be done for each student in grades 7-12 that will be riding the bus.



Aspen: initiate workflow

Secure | <https://ma-norwell.myfollett.com/aspens/initiateWorkflow1.do?validWizard=true>

Initiate Workflow: Details Step 2 of 3

Norwell Bus Registration Grades 7-12 Details for

**Norwell MS/HS School Bus Registration- Grades 7-12
2017-2018**

First Name	Verify Student name and address are correct.
Last Name	
Address	

If you have moved or are moving and the address above is not correct, please note this in the comment box at the bottom of the form.

Please mark the box below yes if you would like the above student to be registered to ride the bus for the 2017-2018 school year.

Bus Rider - Please select yes *	<input type="button" value="YES"/> ← Select Yes
---------------------------------	---

4. Fill in appropriate boxes with payment information. You will need the online payment confirmation number or check number in order to complete the registration. If applying for a waiver, paying cash, or this is your 3rd or 4th child you are registering further instructions are included on the form.


Example:

Pymt Method (Choose Fam cap if 3rd or 4th child) *	<input type="button" value="On-line"/>	Check or Confirmation # (type cash if paying by cash) *	<input style="border: 1px solid blue;" type="text" value="20170701567876544"/>
Pymt Amt (Choose N/C for 3rd or 4th child) *	<input type="button" value="\$250"/>		

5. Finalizing the registration: Click the Next and then FINISH Button to submit the form.

Comments/Questions (including any address changes)	<input type="text" value="enter change of address or other comments here"/>
---	---

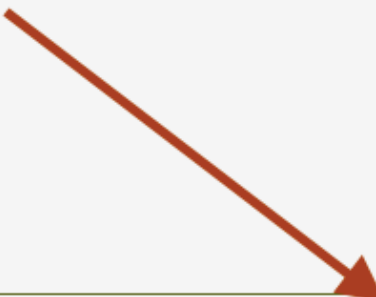
COMPLETING THE REGISTRATION:
Click the **NEXT** button at the bottom of the form and then click **FINISH**
THIS FORM WILL NOT SUBMIT TO US IF YOU DO NOT SELECT FINISH.

← Previous Next →  Finish Cancel

Initiate Workflow: Confirmation **Step 3 of 3**

Workflow	Norwell Bus Registration Grades 7-12
Student	<input type="text"/>
Date	6/30/2017

Final Step - you must select the Finish button for it to submit.

← Previous Next →  Finish Cancel

If you have any questions, please email Kathy Lynch at kathleen.lynch@norwellschools.org.