

Instructions for Subscription Busing Online Registration



Registration and payment for subscription busing for the 2019-20 school year will be available beginning Wednesday, May 1, 2019.

All subscription busing requests can be completed online at www.piscatawayschools.org with payment on or before **June 28, 2019**. Assignment to routes, dependent on location of residence, will be based on a **first come, first served basis**. **Families with more than one child attending the same school** will receive a 15% discount. Families who wish to participate in the subscription busing program must be registered to attend school in the district prior to applying. Families who prefer a paper application may obtain one by calling the Transportation Department at 732-572-2289, ext. 2365 or at the Enrollment Center in the Administration Building.

Once registered, all fees are non-refundable. Parent/Guardian will receive mail notification of their bus number and stop location assignment by the last week of August.

All subscription applications received after June 28, 2019 will be considered a *"late application"*, and will be placed on a waiting list. Wait list applications will be reviewed after Monday, September 16, 2019 and as seat(s) become available, you will be contacted for your payment to be processed, we will notify you by mail of your child's bus assignment with details.

All families who qualified for Free/Reduced Lunch this year will be eligible for subscription busing with proper documentation/verification at a reduced rate. **Please verify your eligibility before registering for subscription busing services.** Contact the Business Department at 732-572-2289, ext. 2538 for more information.

How to Register for Subscription Busing

1. Visit the district website at www.piscatawayschools.org. Select **"Community Pass Online Registration"** under **Quick Links** on the right side of the page.
2. **Existing Users: IMPORTANT: Do not create a new account.** In the Existing Users box on the right side of the page, enter the User Name and Password that you have used for previous registrations, such as Before/After Care, or previous Subscription Busing enrollment. If you do not remember your user name and password, call the Transportation Office at 732-572-2289, ext. 2365 for assistance.
3. In the "Browse Activities" box, choose "Transportation Subscription Busing 2019-2020" and press continue.
4. Verify your account information and press continue.
5. Verify your email address and/or add addition email addresses and press continue.
6. Choose the child(ren) to be registered for subscription busing. **IMPORTANT: DO NOT SELECT ANY CHILDREN WHO ALREADY RECEIVES MANDATED BUSING.**
7. Select the school your child(ren) will attend for the 2019-2020 school year and press continue.
8. Select "Subscription Busing" and press continue.
9. Review Subscription Busing Information and press continue.
10. **Non-refundable payment in the amount of \$425.00 is due at time of registration.** Select credit card and press continue. Verify your name and address for the credit card, enter the credit card information and press Complete Transaction.

Your registration receipt will be emailed to you and reflect all payments. Be sure to "log out" at the top right corner of the screen when you have completed your child(ren)'s enrollment.

If you require assistance during the registration process, you may call the Transportation Office at 732-572-2289, ext. 2365 between the hours of 8 a.m. – 5 p.m. Monday – Friday. You may also e-mail your questions to piscatawaycommunityeducation@pway.org.