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**SUBSCRIPTION BUSING ONLINE REGISTRATION BEGINS MONDAY, MAY 2, 2016**

May 2, 2016

You are receiving this letter because you have been identified as a family that may be eligible for subscription busing to school in Piscataway. While you may have received mandated busing in previous years, your eligibility may have changed if your child will attend a different district school for the 2016-17 school year. The determination of eligibility is based on calculations of distance from your home to your child's school.

The District provides free transportation to and from school for all students in Grades K-8 who reside more than two (2) miles from their assigned school, and students in Grades 9-12 who reside more than two-and-a-half (2.5) miles from their assigned school, in accordance with New Jersey state law, N.J.S.A. 18A: 39-1. Mileage measurement is based on the walking distance between your home and the first public entrance of the school. If you reside UNDER the stated mileage guidelines noted above, you are eligible to enroll in subscription busing for the 2016-17 school year at a cost of \$425 per child/per year.

Subscription busing registration begins on Monday, May 2<sup>nd</sup> and ends on Thursday, June 30<sup>th</sup>. Complete registration is based on payment in full, and subscription busing assignments are made on a first come, first served basis depending on availability of bus routes. All families who qualified for Free/Reduced Lunch during the 2015-16 school year will be eligible for subscription busing at a reduced rate with proper documentation/verification, and payment plans are available through the Business Office by calling 732-572-2289, ext. 2517.

For your convenience, online registration instructions are also printed on the reverse of this letter.

If you need assistance or have questions, please call the Transportation Department at 732-572-2289, ext. 2365.

Sincerely,

John Hernandez  
Transportation Supervisor

## Instructions for Subscription Busing Online Registration



Registration and payment for subscription busing for the 2016-17 school year will be available beginning Monday, May 2, 2016.

All subscription busing requests can be completed online at [www.piscatawayschools.org](http://www.piscatawayschools.org) with payment on or before June 30<sup>th</sup>. Assignment to routes, dependent on location of residence, will be based on a **first come, first served basis once application and payment is received**. 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. Students will receive mail notification of their bus number and stop location assignment by the last week of August.

All subscription applications received after June 30<sup>th</sup> will be considered a "late application", and will be placed on a waiting list. Wait list applications will be reviewed after September 15<sup>th</sup>, and as seat(s) become available, your payment will be processed and 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](http://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. New Users: Select Create Your Account Now! Create a user name and a password. Next, create your family account. The name that you enter should be the primary contact name (such as a parent or guardian). All fields in red must be entered.
4. In the "Browse Activities" box, choose "Transportation Subscription Busing 2016-17" and click "Register Now!"
5. Choose the child(ren) to be registered for subscription busing. **IMPORTANT: DO NOT SELECT ANY CHILDREN WHO ALREADY RECEIVE MANDATED BUSING.**
6. On the next screen, select "Subscription Busing" and then click "Continue."
7. Review the Refund Policy on the next page, select "Accept" and click "Continue."
8. Non-refundable payment in the amount of \$425.00 is due at time of registration. Select your method of payment, and click "Continue." Check the billing information and enter the credit card number, if applicable. Click "Complete Transaction."

Your registration receipt will reflect all payments. Click "Finish" to complete your transaction, which will generate a confirmation to your e-mail address. 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 9 a.m. – 4 p.m. Monday – Friday. You may also e-mail your questions to [transportation@pway.org](mailto:transportation@pway.org).