Jurupa Unified School District
ParentConnection

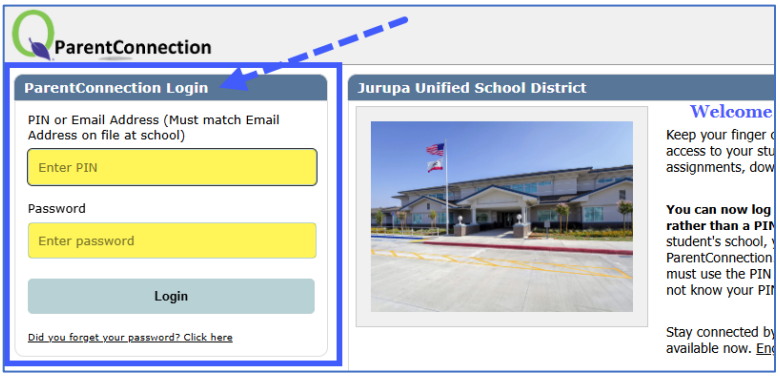
Instructions for Completing a Bus Pass Application in ParentConnection

Log in to ParentConnection

Visit the JUSD website (jurupausd.org) and click the **Parent Connect** link at the top.

Enter your email address or PIN and password to log in.

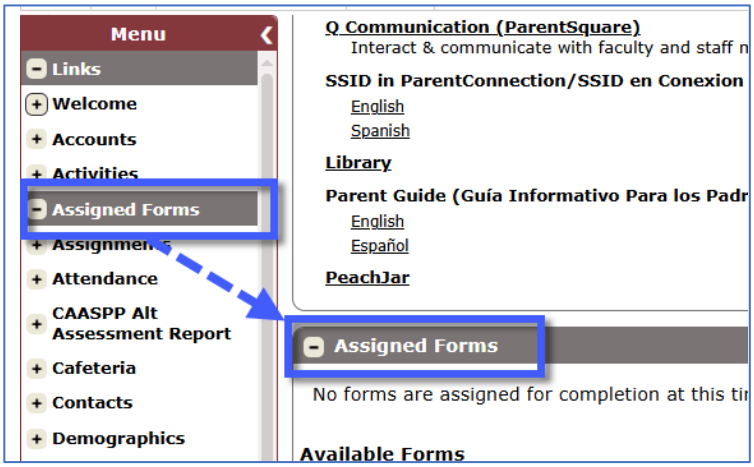
> ***Forgot Your Password?*** *Click the "Did you forget your password" link on the page. For further assistance with your email, PIN, and/or resetting your password please contact your child's school.*



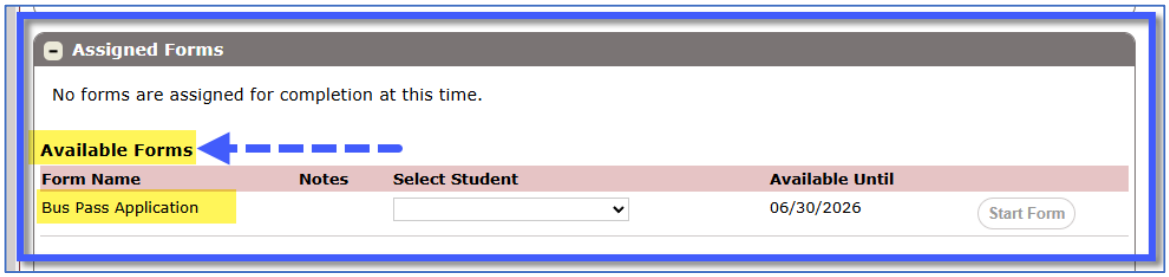
Finding the Bus Pass Application

Once you are logged in, select your student.

Find the section on the left called **Assigned Forms**.



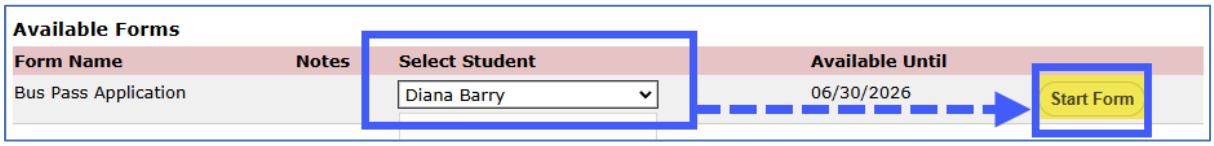
In this section, the Bus Pass Application will be under “Available Forms.”



You may see other forms under **Assigned Forms and/or **Available Forms**. Other forms may have been assigned or made available for you to complete.*

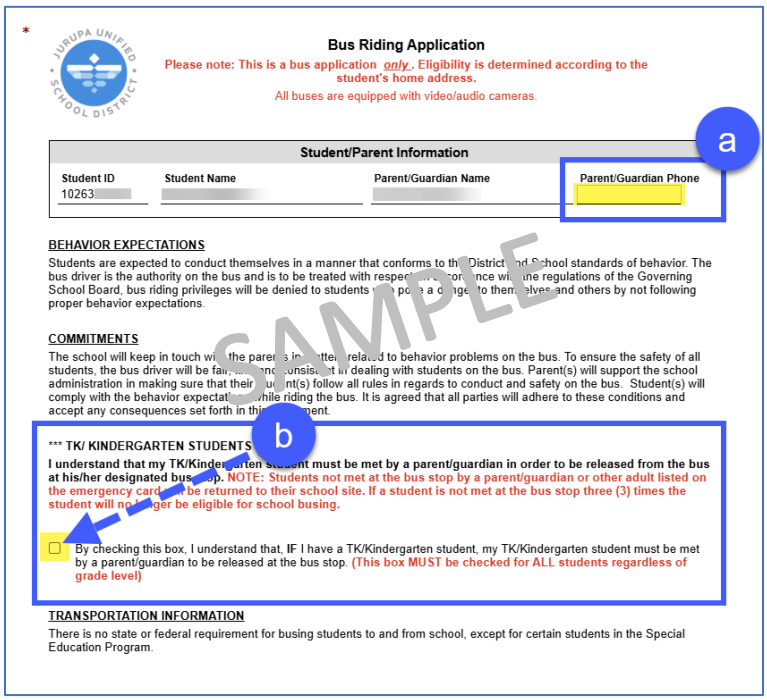
Completing the Bus Pass Application

1. Under the Bus Pass Application, select your student and press the **Start Form** button.



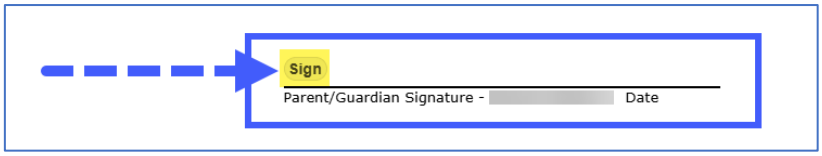
2. Complete the form:
   a. **Parent/Guardian Phone**

   b. Click checkbox to acknowledge the **TK/Kindergarten stipulation**

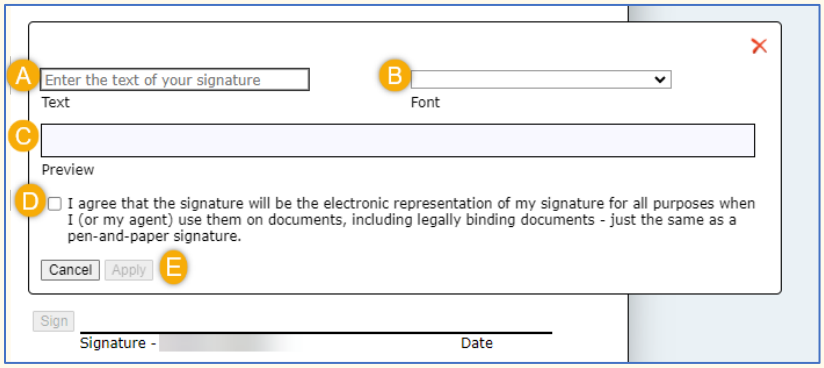


3. Be sure to review all pages of the application.

4. Click the **Sign** button on the last page.*



*The first time you complete a form you will need to set up your signature. Once you create it, your new signature can be used again in future forms.

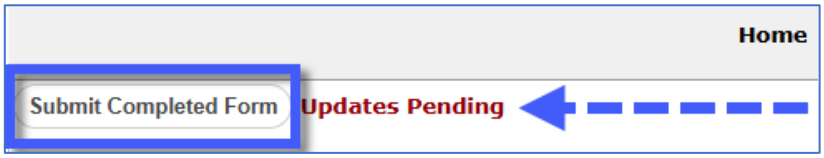


Press **Sign** begin creating your signature.

a. **Text:** Enter your name.
b. **Font:** Choose a font for your signature.
c. **Preview:** A preview of your new signature will appear in this box.
d. When you are ready, click the checkbox at the bottom to agree with the acknowledgment.
e. Click **Apply**.

A form cannot be submitted without a signature.
The "Submit Completed Form" button will not be available until you have signed the form.

5. Press the **Submit Completed Form** button to finish the form.



This final step MUST be completed to submit the form.

6. If you need to submit another application for another child, repeat the steps above.

The Transportation Department will review your application, and an email will be sent to the email address you have on file in the student information system.