

Dear Parents:

In an effort to keep you informed on changes in how we serve your child(ren)'s transportation needs, please see the information below. The shared transportation department, *Student Transportation Services Brant Haldimand Norfolk*, consistently strives to provide excellent service and up to date, timely information on transportation routes for you. We hope that you are aware of our Student Transportation Portal located at www.stsbhn.ca. The portal is where you will find all the transportation information that you need for your child(ren).

Traditionally, letters have been sent to you, indicating transportation details for your child(ren). As transportation details and routes change however, we have determined that the use of the Transportation Portal is far more effective at delivering accurate, timely information. For the fall of 2011, Student Transportation Services will not be sending home individual letters to students in Grades 2-12. Students in JK, SK, and Grade 1 as well as students identified by the Special Education Department will continue to receive their letters.

Students not receiving letters are required to log onto the transportation portal www.stsbhn.ca to retrieve transportation details.

Parents/ students will need to:

1) click onto the “*transportation information*” icon



2) click on the “student login” tab and have ready the four key pieces of information which will allow access to you child(ren)'s transportation details. The information which will need to be entered is:



- **Ontario Education Number (OEN)** – (ie: 123-456-789) * dashes need to be included. This number is located at the top of your child(ren)'s report card.
- **Date of Birth** – (in the form of: dd/mm/yyyy),
- **Street Number** – only enter in the actual number (not the street name too), and
- **School** – select, from the drop down, which school the student will be attending.

As this will be the first year that this new requirement comes into affect, there may be some parents who need extra assistance with this transition. The portal is currently scheduled to be made available to the public, with information for the 2011-2012 school year on August 15th. However, parents and students can test the portal up to the end of June this year. If you do log in to check out the system, you will see your child(ren)'s current transportation details.

While assistance is available over the phone, actual transportation details will not be shared over the phone. This information can only be obtained by logging onto the secure portal or by contacting your local school. If you are experiencing technical difficulties logging onto the portal, please contact STSBHN at 519-751-7532 for assistance; the transportation department IS OPEN IN JULY AND AUGUST and is available to assist you.