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Framingham Public Schools Transportation Request Instructions

Framingham Public Schools will be using our Student Information System (Aspen X2) for Bus Transportation Requests for the upcoming year. To request Transportation for your students, please log in to their Aspen X2 Account and follow the steps below.

Log into Aspen X2
Complete a Transportation Request form
Change or Initiate a Transportation Request

Please note: If you are requesting transportation for more than 1 student, you will log into each student's account with their individual Student ID number.

Log into Aspen X2



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Complete a Transportation Request form



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3	To begin your Transportation Request, click "Next"	Transportation Request - Next Year: Complete Form Step 1 of 2 Subject: Fake, Fake NMN Receives: 3/10/2017 1.38 PM. Initiated By: Arms, Marcy S Reference: Image: Arms, Marcy S Click: Next* to continue. • Click: Next* to continue. • Click: Next* to continue. • Click action (Next) Siguiente* para continuar.	
4	You have the option of viewing the form in Spanish or Portuguese. Click on the Language Tab.	Transportation Request - Next Year: Post Subject: Fake, Fake NMN Received: 4/3/2019 2:06 PM Initiated By: Arms, Marcy Singer English Ver en español Ver en español Ver em português Transportation Registration 2019-2020	
5	 Review the Address and Email attached to your student's account. If this information is incorrect, please contact your school to update it, <i>do not continue with the Transportation Request until you see the correct address and email displayed.</i> Address: This is the residential address that will be used in assigning your student a bus. Email: This is the address that you will receive confirmation of your Transportation Request, and also bus information when it is assigned. 	Transportation Request - Next Year: Post Step Subject: Fake, Fake NMN Received: 4/3/2019 2:06 PM Initiated By: Arms, Marcy Singer Transportation Registration 2019-2020 Number and Street: 1: Town State Zip: Framingham MA 01701 Email for confirmation: p m.k12 ma us • The residential address listed will determine the closest, safest neighborhood stop. • Correspondence from the Transportation Office will be sent to the listed email address above.	p 2 o
6	If the information is accurate, answer the questions in the next section. Please note: You will need to use the scroll bar to answer all of the required questions. Indicate if you would like Morning and/or Afternoon Transportation.	I am requesting transportation for the school year 2017-2018: * I am requesting Morning Transportation: I am requesting Afternoon Transportation: If your student will need take the bus to / from a location other than your home address, please answer the questions below. If your student is in Grade K-5 and will take the bus from a location other than your home address, please answer the questions below. I am requesting Morning Transportation from an Alternate Address: I am requesting an Afternoon Drop off from an Alternate Address: I am requesting an Afternoon Drop off from an Alternate Address:	

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7	If your Student is in Grade K through 5, your student may be picked up or dropped off at an alternative location, if approved by the Transportation Office. Please indicate if your student will need an alternate morning or afternoon stop. When you are done, click the finish button.	Students in kindergarten through grade 5 may request an alternate stop / daycare transportation. If your student will need take the bus to / from a location other than your home address, please answer the questions below. If your student is in Grade K-S and will take the bus from a location other than your home address, please answer the questions below I am requesting Morning Transportation from an Alternate Address: Street Address: I am requesting an Afternoon Drop off to an Alternate Address: I am requesting Number: Street Address: I am requesting Number: I am requesting Number: Street Address: I am requesting Number: I am requesting Number:
8	After you click the finish button, you will receive a confirmation email at the address displayed on this screen. The email will be from aspen-sysadmin@myfollett.com The FPS Transportation Department will notify you of your bus assignment in late August.	Number and Street:10C Sandy DRApt. Number or Letter:3Town State Sip:Natick MA 01703Email for confirmation:ma @yahoo.com
Contact the Transportation Department if you have any questions or issues completing the Transportation Request Form Call (508) 626-9179 10am - 2pm Monday through Friday		

Change or Initiate a Transportation Request

If you have to make a change to your original Transportation Request, log back into Aspen X2 and Initiate a NEW Transportation Workflow following the steps below.

1	Log in to Aspen X2 Student Portal using this link <u>https://ma-framingham.myfollett.com</u> or through the District Website <u>www.framingham.k12.ma.us</u> and click on the X2 SIS lcon	SIS (ASPEN X2) Report cards, bus requests, & more
		CALENDAR METNUS DIST PROGRAMS Important dars and district events Marrialeo menu app, mailindo, is more DIST PROGRAMS DIST PROGRAMS DIST PROGRAMS District events District events
2	On the Pages tab, in the Tasks section, click the Initiate Button and choose Transportation Request - Next Year.	Fremingham Public Schools 2016-2017 ************************************

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3	If you are requesting transportation for the next school year (2022-2023), choose Transportation Request - Next Year. If you are requesting a change in this years transportation, choose 'Transportation Request - Current Year'	Initiate Workflow: Workflow Selection Step 1 of 3 Workflow Transportation Request - N Date Transportation Request - Current Year Student Transportation Request - Next Year	
4	Click the Magnifying Glass and click the button next to your student's name. Then click the OK button.	Student Q Name YOG MacIntosh, Apple Cora 2020 100 Image: Concel	
5	Click the Next button to continue.	Initiate Workflow: Workflow Selection Step 1 of 3 Workflow Transportation Request - N → Date 2/27/2017 Student Macintosh, Apple Cora Q Mext → Mext →	
6	Answer all questions in Section 1, and if applicable, those in Section 2. Click Next.	Initiate Workflow: Details Step 2 of 3 Transportation Request - Next Year Details for MacIntosh, Apple Cora English Ver ent portugate Transportation Registration 2017-2018 Number and Street 10C Sandy DR Apt Number or Letter: 3 Town State Zip: Natick MA 01703 Email for confirmation: marcrystamp@yahoo.com The address listed above will determine the closest, safest neighborhood stop. Correspondence from the Transportation Office will be sent to the Email address listed above. I am requesting Morning Transportation: Section 1 I am requesting Morning Transportation: Students in kinderguarten through grade 5 may request an alternate stop / daycare transportation. If your student is in Grade K-5 and will take the bus form a location other than your home address, please answer the questions below. I am requesting Morning Transportation from an Alternate Address: I am requesting Morning Transportation from an Alternate Address: House/Building Number: Section 2 I am requesting an Afternoon Drop off from an Alternate Address: House/Building Number: Next Miles Muther Ne	
7	Click the Finish Button. You will receive an email at the address displayed on the prior screen. The email will be from aspen-sysadmin@myfollett.com	Initiate Workflow: Confirmation Step 3 of 3 Workflow Transportation Request - Next Year Student MacIntosh, Apple Cora Date 2/27/2017 Image: Constant of the state of the	
Contact the Transportation Department if you have any questions or issues completing the Transportation Request Form Call (508) 626-9179 10am - 2pm Monday through Friday			