

Parent/Guardian Bus Assignment Access Instructions

Step 1: Log into Skyward Family Access – If you do not have a username and password for Family Access, please contact your school.

To access Skyward, visit www.LTschools.org, select 'Skyward' from the top of the page, then log in using your Family Access username and password.



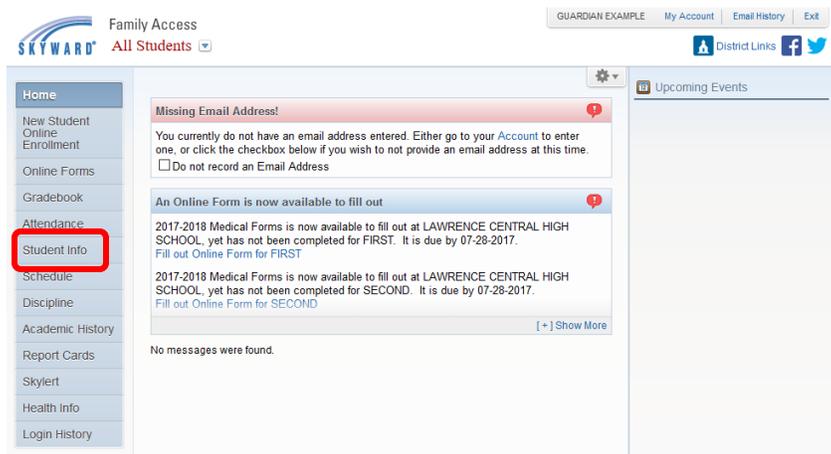
**METROPOLITAN SCHOOL DISTRICT OF
LAWRENCE TOWNSHIP**
PHONE: (317) 423-8200



SELECT LANGUAGE | ▼



Step 2: From the Family Access Home Screen, select **Student Info** from the side toolbar.



Step 3: From the Student Information page, click on the '**View (your student's first name) Family**' link.

Student Information

Home

New Student Online Enrollment

Online Forms

Gradebook

Attendance

Student Info

Schedule

Discipline

FIRST EXAMPLE Req

Call: (999) 999-9999 (GUARDIAN EXAMPLE)
123 ANY ST
INDIANAPOLIS, IN 46236

LAWRENCE CENTRAL HIGH S
Phone: (317) 964-7400 Principal: I

Grade: 09 Status: Active

View FIRST's Family

Gender: Male Age (Birthday): 15 (09/01/2001)
Language: English Graduation Year: 2020
Other ID: 0040412 Community Service: 0.00 Hours

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone
GUARDIAN EXAMPLE (GUARDIAN)	(999) 999-9999			

Step 4: A Pop-Up window will appear and you can retrieve your Family ID from this window. You will use the Family ID as your login to the Transportation website (see below). Please note that the Family ID is the same for all students attached to your family. you will not need to access each Student Family page.

FIRST's Family

Family with FIRST and SECOND

Address: 123 ANY ST
INDIANAPOLIS, IN 46236

Mailing Address: 123 ANY ST
INDIANAPOLIS, IN 46236

Primary Phone: (999) 999-9999
Home Language: English
Family ID: 999999

Receive Paper Copy of Report Card

Guardian	Second Phone	Third Phone	Home Email	Employer	Custodial?
GUARDIAN EXAMPLE (GUARDIAN)					No

Step 5: Obtaining Bus information online with your Skyward Family ID

Bus Information will be available online on **July 27th**. Please visit the website, www.ltschools.org/transportation and click the **"Bus Information"** link or click here to log directly into [Versatrans, the bus info website](#).

Follow these steps to view your child's bus information.

1. Enter your Skyward Family ID as the username and also as the password and click login.
2. Select (click), work with students.
3. Select (click), view my students. You should see your student's name listed.

4. Select (click) a student and his/her bus stop information will be displayed.

5. If you wish to print this information, select (click) display as PDF at the top left and print.

The first few weeks of school are a busy time of year and bus routes are subject to change to accommodate new enrollments. As a result, stop times may vary until a routine is established. Please have your child at the stop 10 minutes prior to the time listed. MSD of Lawrence Township asks that parents/guardians provide an adult or older sibling escort to/from bus stops for younger children. Your support and patience are greatly appreciated.

For additional information, contact us by phone at 317-423-8400 or by email at businfo@msdl.t.k12.in.us. Our summer office hours are 7:00 AM to 4:00 PM.