

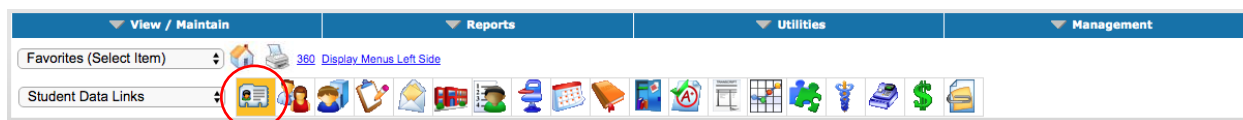
RideKC Student Pass Tyler Instructions

KCPS and KCATA are partnering to provide students with additional transportation opportunities. KCPS students in grades 9-12 will have the opportunity to ride KCATA buses at no cost. To receive a RideKC Student Pass, a permission slip must be obtained from the student. Students requesting a pass must be 9-12, have an 85% attendance or higher, and have a current photo on file in Tyler.

How to Verify Parent's Email Address

On the permission slip parents are required to list their address. This email address needs to match their email address listed in Tyler so they can be contacted if necessary.

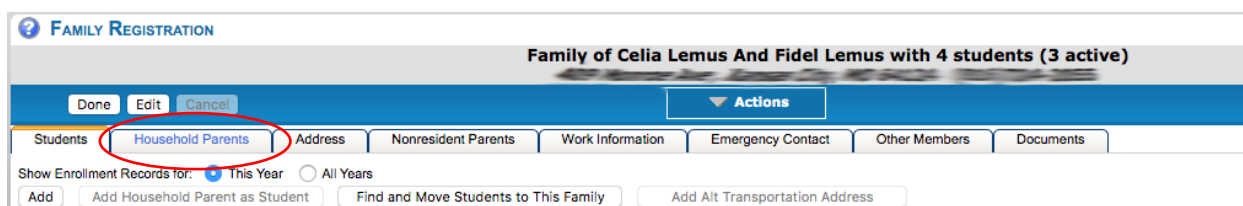
1. Login to the Tyler system using your **district credentials**.
2. Select the Contact Summary Info icon.



3. Type in student's name or student ID to retrieve their information.
4. Once you are viewing the student's information, select the **Family Data Screens** icon.



5. Select **Household Parents**.



6. Listed in the upper right hand corner will be the parent's email address. Check the permission slip to verify the address is correct before proceeding.

FAMILY REGISTRATION

Family of Celia Lemus And Fidel Lemus with 4 students (3 active)

Done Edit Cancel Actions

Students Household Parents Address Nonresident Parents Work Information Emergency Contact Other Members Documents

Proper Mailing Name: Celia Lemus And Fidel Lemus Celia and Fidel Lemus Delete Family Family ID: [ID]

Language Spoken at Home: Spanish

Parent 1 Impersonate

Prefix: [Dropdown] Head of Household: ☒ State ID: [Field] Unlisted

First Name: Celia Home Tel-1: (816) [Field]

Middle Name: [Field] Home Tel-2: (816) [Field]

Last Name: Lemus Cell Phone: (816) [Field]

Suffix: [Field] Pager: [Field]

Default Relationship: Mother Marital Status: [Field]

Mother's Maiden Name: [Field] SSN: [Field]

Highest Education Level: [Field] Gender: [Field]

Email Address: [Field] Parent Portal Agreement Date: 11/7/2012

Re-Notify Parent: ☐ Cancel Portal Access: ☐

Portal Notify Date: 8/12/2018

Block Online Meal Payment: ☐

Block Online Fees Payment: ☐

Block Online Registration and e-Forms: ☐

New Family for Year 1920: ☐

Registration Completed Manually for Year 1920: ☐

Parent 2 Impersonate Clear Parent 2 Info

Prefix: [Dropdown] Head of Household: ☐ State ID: [Field]

First Name: Fidel Cell Phone: (816) [Field]

Middle Name: [Field] Pager: [Field]

Last Name: Lemus Marital Status: [Field]

Suffix: [Field] SSN: [Field]

Default Relationship: Father Gender: [Field]

Highest Education Level: [Field]

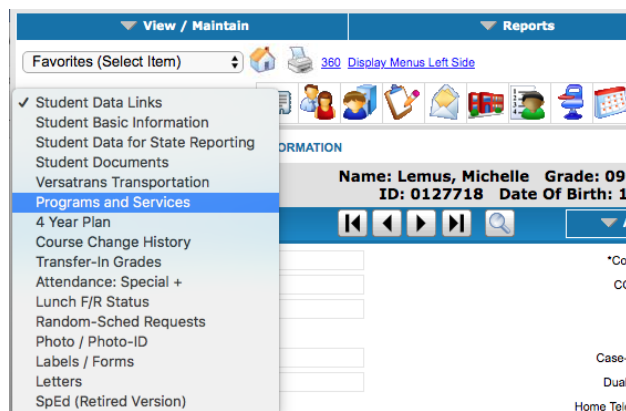
Email Address: [Field] Parent Portal Agreement Date: [Field]

How to Enroll a Student in the RideKC Student Pass Program

1. Login to the Tyler system using your **district credentials**.
2. Select the Contact Summary Info icon.



3. Type in student's name or student ID to retrieve their information.
4. Select **Programs and Services** from the drop down menu.



5. Click **Add**.

PROGRAMS AND SERVICES

Name: Lemus, Michelle
ID: 0127718 Date

Done Edit Cancel

Programs and Services List Select View

Add

	Program	Service	Start Date	End Date
	ELL	FLE	07/01/19	
	GIFT	GIFT	06/03/11	

6. Select **Student Ridership Program**.

Program ✓

Start Date

Service

End Date

Comment

No Attachment

- 121-Digital Devices One-to-One
- A+-Missouri A Plus
- AVID-Advancement Via Individual Determination
- CAMP-Summer Enrichment Camps
- COMSERV-Non-A+ Community Service Hours
- CTSO-Career Technical Student Organization
- ECL-Early Childhood Learning
- ELL-English Language Learning
- IMM-Immigrant Children & Youth
- MEM-Mentoring Programs
- MEP-Migrant Education - Title I.C
- REF-Refugee Children School Impact
- SCA-Student Co-Curricular Activities
- SEA-Student Extracurricular Activities
- SPE-Summer Partners in Learning
- SRP-Student Ridership Program**
- SSS-Special Student Support
- WAS-Wrap Around Services - Community Resources

7. Enter the **date** you are making the entry.

Program SRP-Student Ridership Program

Service ATA KC-ATA Ride KC Program for Stu

Start Date 09/22/19

End Date

Comment

Service Specific Fields

Card ID Number Permission Form Received Has a Photo on File

No Attachments Add

8. Mark the box next to **Permission Form Received** as **Yes Received** to confirm that you have a permission slip form for the student.

Service Specific Fields

Card ID Number Permission Form Received ☒ Has a Photo on File

No Attachments

☒ Y - Yes received
☐ N - Not received

9. Click **Add Attachment**.

Service Specific Fields

Card ID Number Permission Form Received ☒ Has a Photo on File

No Attachments

10. Click **Choose File**.

Upload

Description:

File: No file chosen

11. Select the **permission slip file** on your computer. Type **Permission Slip** into the description box.

12. Click **Upload**.

Upload

Description:

File: permission slip.pdf

13. After the permission slip has been uploaded, mark the box next to **Photo on File** as **Yes Received** to confirm that the student has a photo in the Tyler system.

Service Specific Fields

Card ID Number Permission Form Received ☒ Has a Photo on File ☒

Attachments

	Description	File	Uploaded Date
<input checked="" type="radio"/>	Permission Slip	permission slip.pdf	08/22/19

14. Click **Done**.

How to Fill Out the RideKC Student Bus Pass Replacement Form

If a student has lost their RideKC card and needs a replacement, click the link below

<https://forms.gle/ZjATHGagLe8gBV38A>

to fill out the form and submit it for reprint at the next card reprint date.

1. Click the link and sign-in to your **KCPS google account**.
2. Select the student's current **school**.

Student's School *

- ☐ Central High School
- ☐ Northeast High School
- ☐ Southeast High School
- ☐ East High School
- ☐ Lincoln College Preparatory Academy
- ☐ Paseo Academy
- ☐ Success Academy
- ☐ MO Options

3. Select the student's current **grade**.

Student's Grade *

- ☐ 9th Grade
- ☐ 10th Grade
- ☐ 11th Grade
- ☐ 12th Grade

4. Type the student's **first and last name**.
5. Type the student's **ID number**.

Student's Name *

Your answer

Student's ID Number *

Your answer

6. Confirm that the student has provided the **\$5 replacement fee** and the receipt has been **uploaded into Tyler**.

Has the student provided the \$5.00 replacement fee? *

☐ Yes

Has the receipt for the replacement fee been uploaded into Tyler? *

☐ Yes

7. Click **submit**.