

1. Check the box and click on **Submit** button (steps 1 and 2)

Blue Valley

Home

## Student Registration Form

Please call the office if the student you are registering is a:

- Transfer Student
- Special Needs Student
- Preschool Student
- Middle School Student who will be attending math classes at the high school
- Elementary School Student who will be attending math classes at the middle school

If you are unsure if you need to pay during registration please call the office.

Questions regarding any specific health concerns while your student is riding the bus should be directed to Durham School Services. Please call Durham School Services at 913-681-2492 for assistance.

I have read the above ← 1

← 2

Copyright © 2023, National Express Corp.

[Privacy - Terms](#)

2. Enter your home address in **Street Address** field (step 3), click **Search** button (step 4) and select your home address from the list (step 5) and click on **Select Address and Continue** button (step 6)

Blue Valley

Home

## Student Registration Form

Street Address

3 → 3800 w Search ← 4

5 → 3800 W 119TH ST  
3800 W 132ND ST  
3800 W 143RD ST  
3800 W 153RD ST  
3800 W 155TH ST  
3800 W 157TH PL  
3800 W 157TH ST

Select Address and Continue ← 6

Copyright © 2023, National Express Corp.

[Privacy - Terms](#)

3. **Student** section: For the same address, you can add as many students as you want. Click on **Add Student** button to keep adding more students. A multiple payrider discount is offered for ALL DAY service for families with more than one payrider student. Enter the student information in the fields below:

- First Name \*** and **Last Name \*** fields accept letters only.
- Student ID \*** field accepts numbers only and limited to 8 digits.
- Service Type \***, **School \***, **Grade \*** and **Eligible for free or reduced lunch? \*** fields only accept the values from drop down menu.
- Rider Type** field is not editable and will be auto populated based on student's information.
  - Free Rider example:

Charge Amount: 0

#	First Name	Last Name	Student ID	Service Type	School	Grade	Reduced Lunch	Rider Type		
1	John	Doe	12345678	AM	Leawood Elementary	K	Yes	Free Rider	Edit	Delete

List of students

ii. Pay Rider example:

Charge Amount: 215.00

#	First Name	Last Name	Student ID	Service Type	School	Grade	Reduced Lunch	Rider Type		
1	John	Doe	12345678	AM	Leawood Elementary	K	No	Pay Ride	Edit	Delete

List of students

\* Required

Student

First Name \*  Last Name \*  Student ID \*  Service Type \*

School \*  Grade \*  Eligible for free or reduced lunch? \*  Rider Type

**Information:**  
This field is not editable and will be auto populated based on student's information

↑ Click on **Add Student** button if you have more than one student to register

e. To edit the information of already added student, click on **Edit** button (step 7).

#	First Name	Last Name	Student ID	Service Type	School	Grade	Reduced Lunch	Rider Type		
1	John	Doe	12346578	AM	Leawood Elementary	K	Yes	Free Rider	Edit	Delete

List of students

↑  
7

- f. To delete already added student, click on **Delete** button (step 8) and then confirm by clicking **OK** button (step 9) in the dialogue box.

bluevalley  
Are you sure, you want to delete student John Doe?

9 → **OK** Cancel

#	First Name	Last Name	Student ID	Service Type	School	Grade	Reduced Lunch	Rider Type	
1	John	Doe	12346578	AM	Leawood Elementary	K	Yes	Free Rider	<b>Edit</b> <b>Delete</b>

List of students



4. **Address** section: Verify your address in the fields below:

**Information:** Only **Apt.** field is editable. Greyed out fields are not editable and are populated based on your initial address search.

Enter your apartment information if you have one. This field accepts any characters and is not a required field (step 10).

#### Address

Street Address      Apt.      City      State      Zip

3800 W 119TH ST            Leawood      KS      66209



5. **Primary Contacts** section: Enter primary contact information in the fields below:

- First Name \*** and **Last Name \*** fields accept letters only.
- Phone \*** field accepts 10 digits and US numbers only.
- Email \*** field should contain "@" and "." signs.
- Relationship \*** field only accepts values from drop down menu.

#### Primary Contacts

First Name \*      Last Name \*      Phone \*      Email \*      Relationship \*

John      Doe      773-470-1234      abc@gmail.com      Father

6. **Emergency Contacts** section: (These are not required fields).

- First Name \*** and **Last Name \*** fields accept letters only.
- Phone \*** field accepts 10 digits and US numbers only.
- Relationship \*** field only accepts values from drop down menu.
- Click on **Submit** button once done will all required fields (step 11).

## Emergency Contacts

First Name	Last Name	Phone	Relationship
<input type="text"/>	<input type="text"/>	999-999-9999	--Select--
First Name	Last Name	Phone	Relationship
<input type="text"/>	<input type="text"/>	999-999-9999	--Select--

Submit



11

**Student Registration - Summary** page. Review all entered information on the summary page. If you notice any mistake in your form, click on **Edit Registration** button (step 12).

### PRIMARY CONTACT

John Doe (Father)  
773-470-1234  
abc@gmail.com

### EMERGENCY CONTACTS

**\*\*\* NOTE:** Please review the Students, Address Details, Primary Contract and Emergency Contacts sections above. If corrections are needed, click the 'Edit Registration' button below to make corrections before continuing.

Edit Registration



12

7. **Credit Card** section: If you have any questions regarding your child's transportation, click on [here](#) (step 13) (for Pay Riders only).

### CREDIT CARD

*Refund Policy...If a student moves outside the attendance area or ceases to attend the school a refund will be issued. In either event the bus company must be notified in writing by the parent (guardian) in order for the parent (guardian) to be reimbursed. The amount refunded will be based on a quarterly pro-rated basis less a 10 percent handling fee. Refunds may also be issued if the refund is requested before routing is completed in early August. Click [here](#) for more detail.*



13

If your student is Pay Rider, then fill out the following fields, if Free Rider then skip these steps:

- **Cardholder First Name \*** field accepts letters only.
- **Cardholder Last Name \*** field accepts letters only.
- **Billing Address \*** field accepts both letters and numbers.
- **Billing City \*** field accepts letters only.
- **Billing State \*** field only accepts values from drop down menu.
- **Postal Code \*** field accepts numbers only (5 digits).
- **Credit Card \*** field accepts numbers only (16 digits).

- **Security Code \*** field accepts numbers only (3-4 digits).
- **Card Exp Month \*** field only accepts values from drop down menu.
- **Card Exp Year \*** field only accepts values from drop down menu.

#### CREDIT CARD

*Refund Policy... If a student moves outside the attendance area or ceases to attend the school a refund will be issued. In either event the bus company must be notified in writing by the parent (guardian) in order for the parent (guardian) to be reimbursed. The amount refunded will be based on a quarterly pro-rated basis less a 10 percent handling fee. Refunds may also be issued if the refund is requested before routing is completed in early August. Click [here](#) for more detail.*

\* Required

Cardholder First Name *	Cardholder Last Name *		
<input type="text"/>	<input type="text"/>		
Billing Address *	Billing City *	Billing State *	Postal Code *
<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>
Credit Card *	Security Code *	Card Exp Month *	Card Exp Year *
<input type="text"/>	<input type="text"/>	--Select--	--Select--
Amount	<input type="text" value="215.00"/>		

When you finish with the Student Registration form, check the box by agreeing to the statement above and click on **Submit** button (steps 14 and 15).

This contract shall be binding on both parties for its duration, the only exceptions being if a student moves outside of the attendance area or ceases to attend the school. In either event, the bus company must be notified in writing by the parent (guardian) in order for the parent (guardian) to be reimbursed, which will be based on a quarterly pro-rated basis less a 10% handling fee.

I agree to the above ← 14

← 15

Now your registration is complete. The system will display your Registration Confirmation code, this code will also be sent to your email address that you provided during the registration process.

You can also sign up for bus route text alerts about the bus route delays by receiving text messages directly on your cellphone. To register for bus alerts, click on the following hyperlink (step 16) or the icon (step 17) and follow the process.

#### \*\*\* SIGN UP FOR DURHAM BUS ALERTS \*\*\*

Stay informed about your child's bus. Get important information about bus route delays for the Blue Valley School District sent as a text message directly to your cell phone.

Signing up is easy and free. Click [here](#) or the 'Stay informed' image below to sign up for Bus Alerts.

If you have any questions please contact us at: [admin6700@durhamschoolservices.com](mailto:admin6700@durhamschoolservices.com) or call 913-681-2492.



↑ 16

← 17