

July 22, 2024

Dear Lancaster School Administrators,

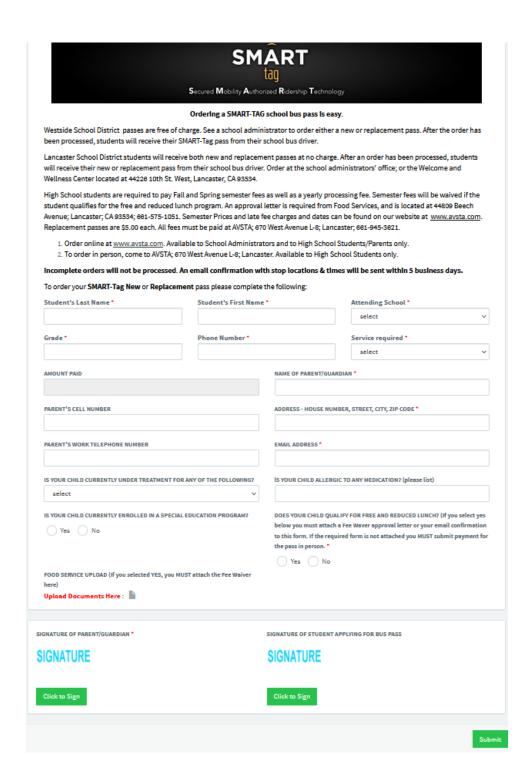
SMART tag has been fully implemented at your school site! As a reminder, the parent/guardian of NEW general education students must complete the Transit Bus Transportation Request (TBTR) form and the student must return it to the school site within 5 business days to avoid loss of ridership. Attached to this email you will find the parent/guardian packets for new students requesting ridership. The parent/guardian packet is also located on our website www.avsta.com > Bus Rider Portal. To request additional hardcopies of the packets or additional TBTR's please email s.morton@avsta.com.

All general education students will need to submit the completed TBTR form to a school administrator to request their initial SMART-Tag pass. School sites, students must be marked "eligible for transport" or marked as a "bus rider" in PowerSchool for transportation to be provided. Should a student no longer require transportation, please unmark their ridership eligibility for accurate ridership counts. After the school site has marked the student eligible and the ridership eligibility list has been processed by AVSTA, the students will receive their new SMART tag pass from their school bus driver. Processing can take up to 2-3 weeks. This process will take longer at the start of the semester.

Special needs students will receive their SMART tag pass from their school bus driver through the BSR process. The parent/guardian of special needs students will not need to complete the TBTR form. School sites, please do not accept TBTRs for special needs students and advise the parent/guardian that the student's SMART tag pass will be provided to the student by their school bus driver once placed on a route.

All Westside general education and special needs students will receive their SMART tag pass and replacement passes at no cost. A replacement pass can be requested by the parent/guardian at www.avsta.com on the Bus Rider Portal. Replacement passes can also be ordered by a school administrator.

Ordering a replacement SMART tag pass is easy. Please note that all fields with asterisks are required and you will not be able to submit your request until the information is entered. Below is a copy of the online form used to request a replacement SMART tag pass. Use the dropdown menus for selecting the school district and the attending school for each student. Once complete, click Submit, and the form will be sent to us for processing. Processing can take up to five business days.



Incomplete orders will not be processed.

If you have any questions, please contact our Executive Assistant at 661-945-3621.