



June 25, 2020

## **Special Needs Transportation - Update for Families**

Dear Families,

I hope this email finds you and your family well. HRCE Transportation is currently in the process of routing for the 2020-21 school year.

We wanted to give you advance notice that we will be calling you in the next week to confirm your child(ren)'s civic address information and address any questions that you may have about special needs busing for September.

### **What do families need to know?**

- You can check your child's bus routing through BusPlanner Parent Portal in July.
- If you are a new family to HRCE *or* you have not created an account on BusPlanner Parent Portal yet, please note we will be emailing you in July on how to create an account and use BusPlanner Parent Portal. Information will also be posted on our website.
  - BusPlanner is a site that allows parents/guardians to create a profile for their child and review all busing information, including bus schedules, locations and sign up for email notifications.
  - You will need an email address and your child's student number to create an account in BusPlanner Parent Portal in July if you haven't already.
  - If you are new to the system or the student number is not readily accessible, HRCE will be providing all new families their student numbers in July.
  - If you need help logging into BusPlanner Parent Portal in July, please contact the HRCE Transportation Team.
- If your address has changed or you are moving during the summer, please contact the HRCE Transportation Team to make the address change in PowerSchool, otherwise, your child's routing may be delayed.

We are here to support families. Rest assured, we will be contacting all families with transportation updates throughout the summer.

If you have any questions, you can submit a [Transportation Inquiry](#) form so that your request is logged into our system automatically and we will respond as soon as we can.

You can contact the HRCE Transportation Team via email [transportation@hrce.ca](mailto:transportation@hrce.ca) or leave a voicemail at 902-431-4723. We are working remotely and we are ready to help families.

Best regards,

Earl Romkey  
Transportation Coordinator  
HRCE Transportation Team