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www.stsbhn.ca

Parent(s) / Guardian(s)

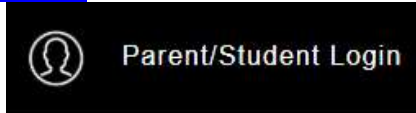
Student Transportation Services Brant Haldimand Norfolk (STSBHN), the transportation consortium which is responsible for arranging and managing the home-to-school bussing of your child(ren), will continue to have the online portal available for parents and students to access their transportation details for the coming school year.

Transportation information is available online for you to check at any time. The information contained in the portal is updated twice daily and will hold the most current bus information for your child(ren). Information for the coming school year will be made available to view on August 15 and will be continually updated throughout the entire school year. If checking the transportation details prior to the first day of school, please remember that last minute changes sometimes do occur and that it is important to re-check the information prior to sending your child(ren) to their assigned pickup location. **ALL students in kindergarten and those students attending a self-contained classroom will receive a custom transportation letter over the summer.**

For those who do not have internet access from home, common locations which will allow you to access the internet are public libraries, internet cafés as well as many cell phones. If you are having difficulties logging onto the portal, please contact the transportation department for assistance. Please note that STSBHN IS OPEN over the summer; please contact us if you have moved over the summer so that the appropriate changes can be made to your child(ren)'s transportation arrangements.

Please follow the steps below to access your child(ren)'s information via the online portal.

1. Go to www.stsbhn.ca



2. Click on the button

3. If you:

- a. have already created an account in past years, enter your email address and password.
- b. are a new subscriber, click "Create Account" and follow the steps to create the account.

4. Once logged in, click the "Add Student" button on the lower right and enter in the required fields (see below)
 - a. Enter in the 9-digit OEN/ Student ID (found on each student's report card; example: 123-456-789)
 - b. House/ 911 Number (example: enter 123 if your home address were "123 Somewhere Dr, Gotham")
 - c. School of attendance in September
 - d. Grade in September
5. Click Add Student

All of your child(ren)'s bus details should now be available.

If you are having difficulty creating an account or adding your child(ren) to the system, please contact STSBHN staff by calling 519-751-7532 or by emailing transportation@stsbhn.ca.

Sincerely,
Staff of STSBHN