

Parent(s) / Guardian(s):

Hamilton Wentworth Student Transportation Services (HWSTS) provides a Parent Portal found on our website www.hamiltonschoolbus.ca. Information for the 2023-24 school year will be made available to view on the Parent Portal as of August 21, 2023 and will be continually updated throughout the entire school year. When 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 on September 5, 2023. **ALL students in Junior or Senior Kindergarten will receive a custom transportation letter over the summer.** During the school year, transportation information will be available online for you to check at any time. The information contained in the portal is updated nightly and will hold the most current bus information for your child(ren).

HWSTS IS OPEN over the summer, however for specific information relating to your child(ren), please contact the school at which they are registered. ***Please note that any address changes must be completed at your child's school.***

After August 21st: Please follow the steps below to access your child(ren)'s information via the online portal

- 1) Go to www.hamiltonschoolbus.ca
- 2) Click on the "Parent's Portal"
- 3) In order to create a new account, you need a personal email address.
- 4) Once your new account is created, you will need to confirm the account from your email inbox.
- 5) To add a child to your existing or new account, log in and then click on "add student" and be ready with the following information:

- Your child's Ontario Education Number (OEN)
 - The OEN can be found on your child's report card
 - Use the numbers only, no space, no dash
- Enter your child's street number (house number only, no spaces)
- Select the school your child is attending from the drop-down menu

Your child will be added to your account and you will see their bus details.

***If you are having difficulty with the student login portal [please see](#) our complete Student Login Guide.

For up-to-the-minute notifications of any delays or cancellations, we offer a subscription service. There is no better way to know if a bus route is running late or will be cancelled for any reason.

Subscribing for Bus Delay Notifications

1. Log into your Parent Portal account.
2. Click on 'Add Student'.
3. Enter the student's Ontario Education Number (OEN – this 9-digit number can be found on a past report card, do **not** use the Student ID), Street Number, School, and Grade.
4. Click on the 'Add Student'. You are automatically directed to the 'My Student' page which will provide you with your child's Student Transportation Schedule. You are automatically subscribed to receive bus delay email notifications for your child's bus run(s), which you can view on the 'My Subscriptions' page.
5. Repeat above steps 2 – 4 for additional children.

Sincerely,
The HWSTS team