

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.



Ordering a SMART-TAG school bus pass is easy.

Westside School District passes are free of charge. See a school administrator to order either a new or replacement pass. After the order has been processed, students will receive their SMART-Tag pass from their school bus driver.

Lancaster School District students will receive both new and replacement passes at no charge. After an order has been processed, students will receive their new or replacement pass from their school bus driver. Order at the school administrators' office; or the Welcome and Wellness Center located at 44226 10th St. West, Lancaster, CA 93534.

High School students are required to pay Fall and Spring semester fees as well as a yearly processing fee. Semester fees will be waived if the student qualifies for the free and reduced lunch program. An approval letter is required from Food Services, and is located at 44809 Beech Avenue; Lancaster; CA 93534; 661-575-1051. Semester Prices and late fee charges and dates can be found on our website at www.avsta.com. Replacement passes are \$5.00 each. All fees must be paid at AVSTA; 670 West Avenue L-8; Lancaster; 661-945-3621.

- 1. Order online at www.avsta.com. Available to School Administrators and to High School Students/Parents only.
- 2. To order in person, come to AVSTA; 670 West Avenue L-8; Lancaster. Available to High School Students only.

Incomplete orders will not be processed. An email confirmation with stop locations & times will be sent within 5 business days.

To order your SMART-Tag New or Replacement pass please complete the following:

Student's Last Name *	Student's First Name *	Attending School *
<input type="text"/>	<input type="text"/>	<input type="text" value="select"/>
Grade *	Phone Number *	Service required *
<input type="text"/>	<input type="text"/>	<input type="text" value="select"/>
AMOUNT PAID	NAME OF PARENT/GUARDIAN *	
<input type="text"/>	<input type="text"/>	
PARENT'S CELL NUMBER	ADDRESS - HOUSE NUMBER, STREET, CITY, ZIP CODE *	
<input type="text"/>	<input type="text"/>	
PARENT'S WORK TELEPHONE NUMBER	EMAIL ADDRESS *	
<input type="text"/>	<input type="text"/>	
IS YOUR CHILD CURRENTLY UNDER TREATMENT FOR ANY OF THE FOLLOWING?	IS YOUR CHILD ALLERGIC TO ANY MEDICATION? (please list)	
<input type="text" value="select"/>	<input type="text"/>	
IS YOUR CHILD CURRENTLY ENROLLED IN A SPECIAL EDUCATION PROGRAM?	DOES YOUR CHILD QUALIFY FOR FREE AND REDUCED LUNCH? (if you select yes below you must attach a Fee Waiver approval letter or your email confirmation to this form. If the required form is not attached you MUST submit payment for the pass in person. *)	
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
FOOD SERVICE UPLOAD (if you selected YES, you MUST attach the Fee Waiver here)		
Upload Documents Here:		

SIGNATURE OF PARENT/GUARDIAN *

SIGNATURE

Click to Sign

SIGNATURE OF STUDENT APPLYING FOR BUS PASS

SIGNATURE

Click to Sign

Submit

Incomplete orders will not be processed.

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