



Climax-Scotts Community Schools

Where Students Are More Than A Test Score!

Climax-Scotts School's Commitment to Communicate

As part of our commitment, we are implementing new programs and procedures

Updated Website Design – We have updated our current website www.cssschools.net with a new look and updated information, including progress updates of our 2023 bond projects. Included on our website, under the enrollment section, is a link for “**Final Forms**”. This will allow Parents/Guardians to enroll students or update their information online.

Mobile App – We now have a new mobile app – “Climax-Scotts Schools”. It includes contact information, easy access to district news and social media, and quick links to our website. Users will also be able to get district alerts, such as snow days or emergencies. Please see the attached flyer for additional information or click the link at the bottom of any of our website pages ["Climax-Scotts Schools" App \(appazur.com\)](http://appazur.com).

Eventlink – This is our new athletic event scheduler. www.eventlink.com. There is also an Eventlink mobile app. Once you create an account you will be able to subscribe to any team you want to follow to get up to date schedule information. If you just want to see the athletic schedules you can go to www.cspanthers.org.

Transportation Software – We are in the final stages of implementing EZ Routing, a new transportation software that will allow us to communicate with parents/guardians by bus route and allow parents/guardians to see if their bus is running on schedule, providing we have up to date phone numbers and email addresses. The mobile app is “BusQuest”. Once downloaded, you can create an account and link it to your students. You should then see their bus route and time. If you have questions, please contact the bus garage at 269-746-5130. “District News” will have this form with the following links, electronically:
iPhone: <https://apps.apple.com/us/app/busquest/id1502339271> 
Android phone: <https://play.google.com/store/apps/details?id=com.geodataintelligence.busquest>
Brief Training Video: <https://www.youtube.com/watch?v=jqGolARdIlc&t=10s>

Social Media – The District has two, and only two, official Facebook pages; Climax-Scotts Panthers is our district page <https://www.facebook.com/profile.php?id=61551560338212>; “Climax-Scotts Athletics” is our athletic page <https://www.facebook.com/profile.php?id=100057690390478>. These are the only two Facebook pages that we will be updating. The district also has an Instagram account - cs_schools https://www.instagram.com/cs_schools/?hl=en.

Bond Projects – We provide “major” bond project updates at www.cssschools.net/bond-projects/. This will also be available through our mobile app. If you have questions or comments about our projects, please email CSPR@cssschools.net, call 269.746.2402, or see our FAQ. If you are a contractor, please call Frederick's Construction at 269.349.8428.

Communication Process For:

Snow Days, School Closings, Early Releases, Emergencies, etc.:

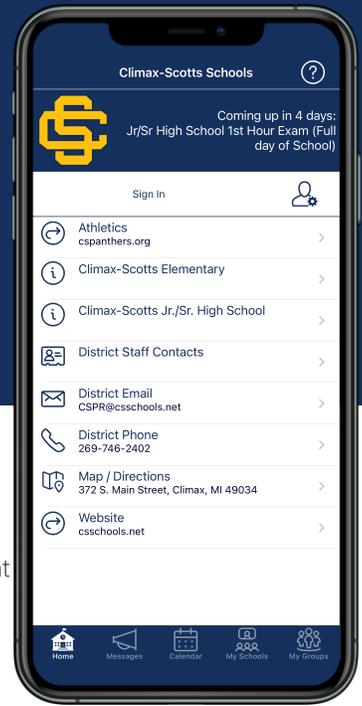
- **SchoolMessenger** – Robo calls, emails, and texts (if we have contact information) for school cancellations, emergencies, and building announcements.
- **Facebook**, which will flow to our **website** and **mobile app**.
- **WWM TV**
- **WOOD TV**

Athletic Schedule Changes:

- **Eventlink** – for athletic schedule changes and cancellations – You must create an account and subscribe to your teams for updates.
- **Facebook**, which will flow to our **website** and **mobile app**.

Major Bus Route Changes or Delays:

- **EZRouting** – for bus delays or cancellations. More information will be coming soon.
- **Facebook**, which will flow to our **website** and **mobile app**.



Download our "Climax-Scotts Schools" app today!

- ★ Get all your notifications in one place, the way you prefer to receive them, and only what is relevant to you.
- ★ Stay organized with a unified, personalized calendar and reminders.
- ★ Quick and easy access to school information on your phone, always up-to-date.

"Climax-Scotts Schools"



Search the App Store (Apple) or Google Play (Android) for the free "Climax-Scotts Schools" app, or visit csschools.appazur.com/go.

-OR-

If you don't wish to use an iOS or Android device, sign up for email or SMS text notifications at:

csschools.appazur.com

-OR-

Text @**csschools** to **2697782288**.

-OR-



Use your phone's camera to follow this QR Code.

If prompted, be sure to allow push notifications.

Sign in to choose the messages and other information that are important to you:

Tap Sign In (on the Home tab) and follow the instructions on screen. Enter your school email address if you have one.

Choose the Schools tab, then tap the gear icon (top right) to select your school(s).

Choose the Groups tab, then tap the gear icon (top right) to select any clubs, teams, or other groups that you belong to.

To customize how you receive notifications, tap the User Settings icon on the Home tab.



Provided for: Climax-Scotts Community Schools and Climax-Scotts Community School
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Follow the steps below to create your Eventlink account in the Eventlink app.

STEP 1: CREATE AN EVENTLINK ACCOUNT IN EVENTLINK APP + SEARCH FOR SCHOOLS

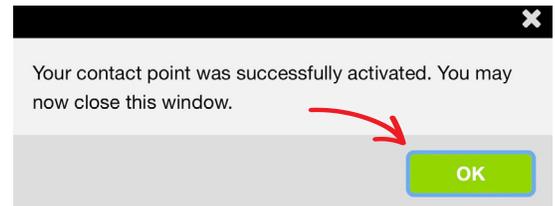
Download the app from [App Store](#) or [Google Play](#) and click **Create Account**. Click **Next** for an app overview and click **Done**. Enter your school name or zip code and enter your state. Click **+** to add school to your list and click **Next**. Keep boxes for Notifications and a Daily Summary from the school. Click **Next**.

STEP 2: ENTER ACCOUNT INFORMATION + ACTIVATE CONTACT POINTS

Follow the steps to input the listed information: Username, Password, First Name, Last Name, and Time Zone. Click **+** next to Contacts. Add Contact and click **Save**. You should have received an activation email from Eventlink. Active your new contact point. Click **Okay**.

STEP 2: SUBSCRIBE TO CALENDARS + ADD ADDITIONAL SCHOOLS

Click **Manage Calendar**. Click **+** to add calendars to your list. Click **-** to remove calendars from your list. Go back to and click **Manage Schools**. Click **Available**. Search your school name or zip code and enter your state. Click **+** to add a school.



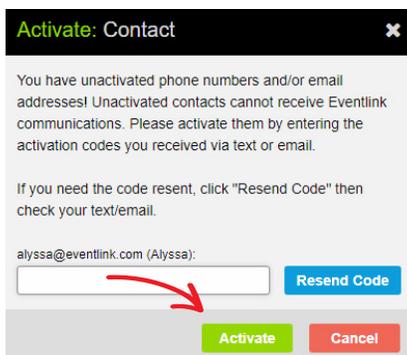
Would you rather use a desktop to create your Eventlink account? No problem!

STEP 1: CREATE AN EVENTLINK ACCOUNT IN DESKTOP + SEARCH FOR SCHOOLS

Go to eventlink.com. Click **Create Account**. Enter your school name or zip code and enter your state. Click **Find Schools**. Click **+** to add your school.

STEP 2: ENTER ACCOUNT INFORMATION + ACTIVATE YOUR CONTACT POINTS

Follow the steps to input the listed information: First Name, Last Name, Username, Time Zone, Password, Contact Email (required), and Contact Phone (optional). Click **Add Multiple** to input additional contacts if desired. Click **Complete Registration** to go to your Eventlink calendar dashboard. Activate: Contact will pop up. You should have received an activation email from Eventlink. Enter the Activation Code and click **Activate**.



STEP 3: SUBSCRIBE TO CALENDARS + ADD ADDITIONAL SCHOOLS

Click **My Calendar** and click **Manage my Calendar**. Click **+** to add calendars. Click **-** to remove calendars. Go to the upper right hand corner of your screen and hover over your name. Click **Manage Schools** to search for the additional schools. Click **+** to add a school. Click **-** to remove a school.

STEP 4: DOWNLOAD THE EVENTLINK APP

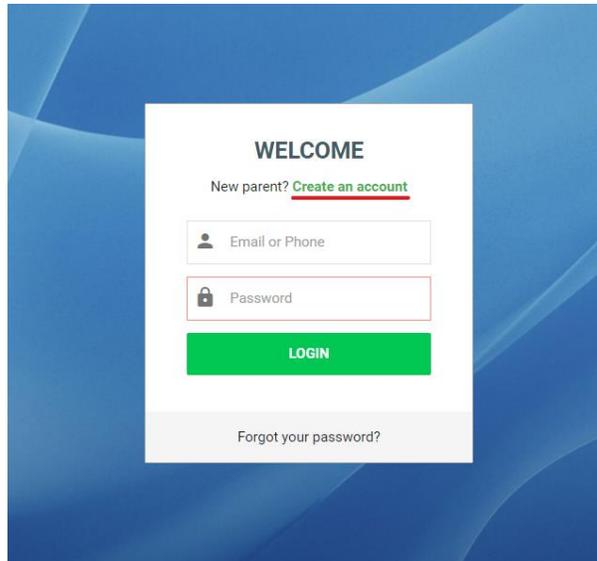
Download the app from [App Store](#) or [Google Play](#) and log in.

Parent Portal Guide

Using the Website: Creating a Parent Portal Account

To create a **Parent Portal Account**, please go to [EZRouting](#).

Click **Create an Account** at the top of the page.



You will be directed to a **Parent Registration** page. You can use either your **email** or **phone number** as your account username. We strongly recommend that you use the same phone number or email that is on your child's school records, as this will allow their record to be connected to your account automatically. Fill in your **name**, **relationship** to the student, and a **password** of your choice.

Please make sure you create a password that meets all of the security requirements, as you will not be able to create your account if your password is too weak.

Don't forget to **check** the box for the reCAPTCHA at the bottom of the page.

PARENT REGISTRATION

User name type Email

Relationship

Parent First Name Parent Last Name

Password Retype Password

...

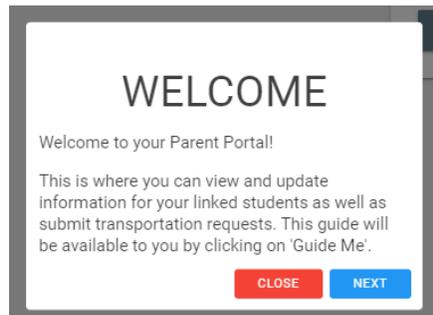
- ✗ 8 Characters: 3
- ✗ Uppercase letter
- ✓ Lowercase letter
- ✗ Number
- ✗ Symbols (e.g. ~!@#\$\$%^&)

Strength: **Very Low**

I'm not a robot  reCAPTCHA
Privacy - Terms

Once you have clicked **submit**, you will receive a **verification message** to confirm the username (email or phone number) that you have used to sign up. This will arrive as either an email or a text message. Clicking on the verification link in your email or entering the verification code you receive via text message will finish setting up your account.

Once the account is made, you can log in at [add the district EZRouting site URL Here](#) with the username (email or phone number) and password you created. You will now be able to view your student's bus schedules as they become available.



With this account you may also update your student's information, including contact information address changes, transportation requests, and more. If your student is not automatically linked to your new account, you can also request to have them linked.

Signing into Your Parent Portal Account

Once you have created a parent portal account, you can sign it at [add the district EZRouting site URL Here](#)

Please enter the email or phone number you used to create your account as well as your account password, then click **Login**.

How Are My Children Linked to My Account?

EZRouting uses your **login username** (your email or phone number) to link children with their parents. If a parent creates an account with their phone number and that same phone number is registered with the school as a point of contact, the system will link that child's record with that parent account. The phone number or email in question must be verified for the student to be linked to their parent.

My Child Wasn't Automatically Linked to My Account. What Do I Do Now?

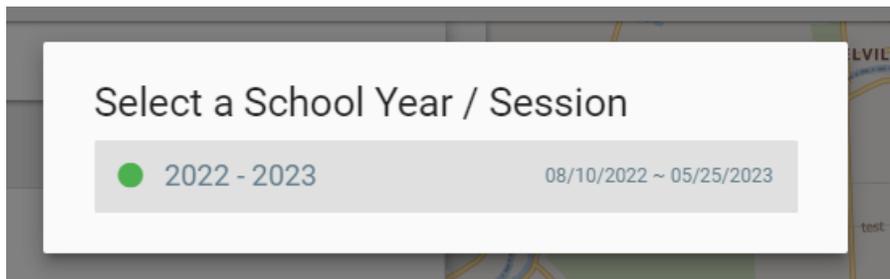
If the phone number or email used to register with EZRouting is not registered with your child's school, they can be linked to your account. After signing in, click on **Check for/Register Student with Transportation Department**.

[Check for or Register Student with Transportation Department](#)

CLICK HERE

If your student is new to the district, please register them with the school before requesting transportation.

Select the school year or session for which you would like to register your child.



Select a School Year / Session

2022 - 2023 08/10/2022 ~ 05/25/2023

Enter your child's information, including their **name**, **date of birth**, **school**, and **grade**.

If your child already has a record with the school, an option will show up to **link** this child to your account.

Register New or Check for Student

| Student General Information | | | |
|-----------------------------|------------|-------------------|---------------------|
| Student School ID | First Name | MI | Last Name |
| 116 | Mia | | Barreiro |
| Date of Birth | Gender | School | Grade (2022 - 2023) |
| 10/29/2008 | Female | North High School | Grade 9 |

Found student with same last name and first name, you may want to [link student](#) instead of creating new student.

From here, you can choose to have a verification code emailed or texted to the primary email or phone number on your child's account. This five-digit code can then be entered to link your child's record to your account. You can also request this code from the school directly if you no longer have access to the accounts on your child's record.

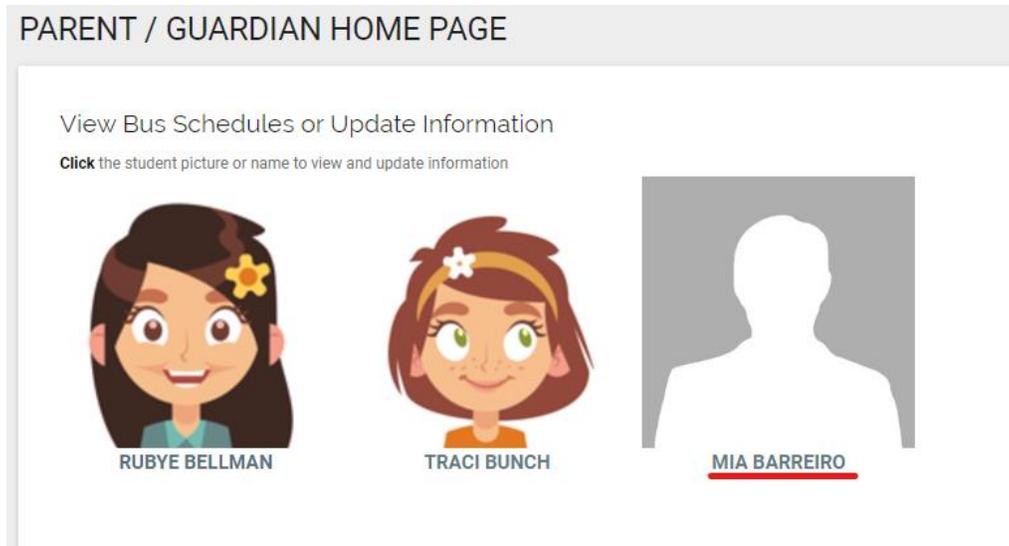
Child Information

| | | | |
|-------------------|--|------------------------|---|
| First Name | Last Name | Student ID# (optional) | Date of Birth |
| Mia | Barreiro | 116 | 10/29/2008 |
| Verification Code | 5-character code | | |
| | <input type="button" value="EMAIL VERIFICATION CODE"/> | | <input type="button" value="TEXT VERIFICATION CODE"/> |
| Notes | | | |

SUBMIT

How Can I Request Transportation for My Child?

To view your child's bus schedules, request transportation, or update their information, simply click on their name on your EZRouting home page.



If there have been any changes to your address, please register these with the school.

Click on **Submit Student Transportation Request**, then check that your student **does need transportation**. Click **+ Add Transportation**.

The form has a header 'Submit Student Transportation Request'. Below it, it says 'Please check one of the boxes below'. There are two checkboxes: the first is checked and labeled 'Does need transportation', and the second is unchecked and labeled 'Does NOT need transportation any more (current bus schedules will be removed)'. At the bottom, there is a button labeled '+ ADD TRANSPORTATION' with a question mark icon next to it. The button and the first checkbox are underlined in red.

Select where your child rides **to/from**, then choose the **session** for which the require transportation (morning, afternoon, or both).

The 'Transportation' dropdown menu is open, showing options: 'Rides from/to Home', '- SELECT -', 'Rides from/to Home' (highlighted in blue), and 'Rides from/to Other Site (daycare, etc)'. The 'Session' dropdown menu is also open, showing the option 'AM & PM'. Both dropdown labels are underlined in red.

If your child rides the bus to or from a site other than their listed home address, please select this option from the dropdown menu, then list the **address** of the alternative site as well as the **type** of site.

| | |
|--|--|
| Transportation | Session |
| <input type="text" value="Rides from/to Other Site (daycare, etc)"/> | <input type="text" value="AM & PM"/> |

More details

Other Site: Pickup/Dropoff Information (Relative, Sitter, Daycare etc.)

| | | |
|----------------------|----------------------|----------------------|
| Name | Phone Number | Type |
| <input type="text"/> | <input type="text"/> | - SELECT - |
| Street Address | | - SELECT - |
| <input type="text"/> | | Relative |
| | | Sitter |
| | | Daycare |
| | | Other |
| City | State | Zip Code |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

If your child has multiple transportation schedules, click **+ Add Transportation** to add to your request.

Once you have filled out the transportation request for your child, click the green **Submit** button at the top of the page. Your transportation request will now be reviewed by transportation staff.

On your EZRouting homepage, you will now see that a transportation request has been submitted for this student.

View Bus Schedules or Update Information

Click the student picture or name to view and update information



RUBY BELLMAN



TRACI BUNCH



MIA BARREIRO

How Can I View My Child's Bus Schedules?

To view bus schedules, simply select your child's **name/photo** from your EZRouting home page. Then, select **View Current Bus Schedules**. You will be able to see your child's assigned buses, stops, and pickup/drop-off times.

● Every weekday (08/10/2022 ~ 05/25/2023)

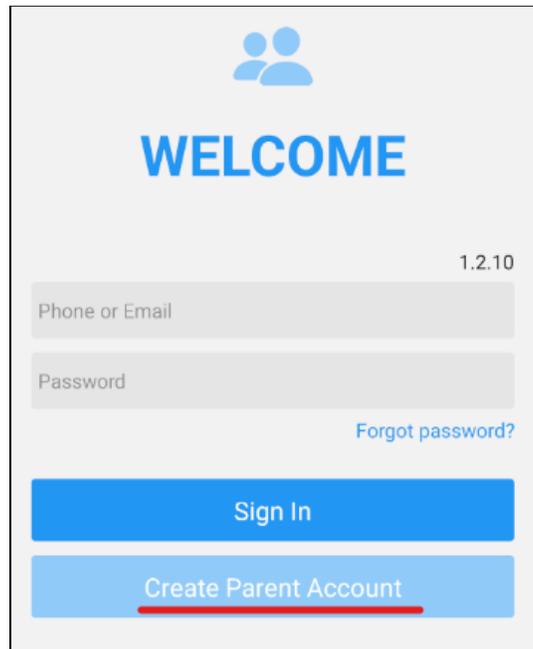
| Time | Bus | Action | Address | School |
|---------|--------|----------|---|-------------------|
| 7:55 AM | Bus 03 | Pick up | 100 Northwood Drive  | |
| 7:57 AM | Bus 03 | Drop off | North High School  | North High School |

● Every weekday (08/10/2022 ~ 05/25/2023)

| Time | Bus | Action | Address | School |
|---------|--------|----------|---|-------------------|
| 4:41 PM | Bus 03 | Pick up | North High School  | North High School |
| 6:08 PM | Bus 03 | Drop off | 100 Northwood Drive  | |

Using the BusQuest App

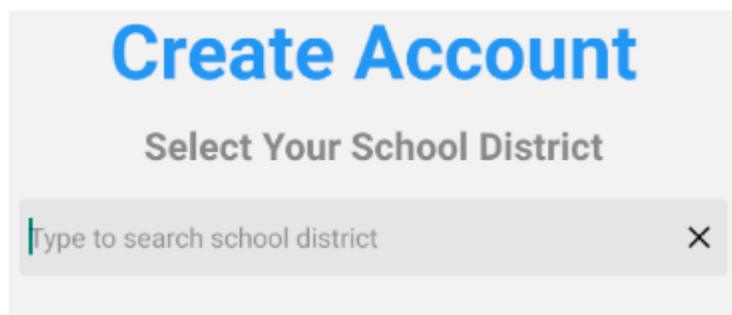
If you would like to access the parent portal on your phone, you can download the **BusQuest app** from the App Store or Google Play Store.



The screenshot shows the login screen of the BusQuest app. At the top, there is a blue icon of two people. Below it, the word "WELCOME" is written in large, bold, blue letters. To the right of "WELCOME", the version number "1.2.10" is displayed. There are two input fields: "Phone or Email" and "Password". Below the "Password" field, there is a link that says "Forgot password?". At the bottom, there are two buttons: a blue "Sign In" button and a light blue "Create Parent Account" button. A red horizontal line is drawn under the "Create Parent Account" button.

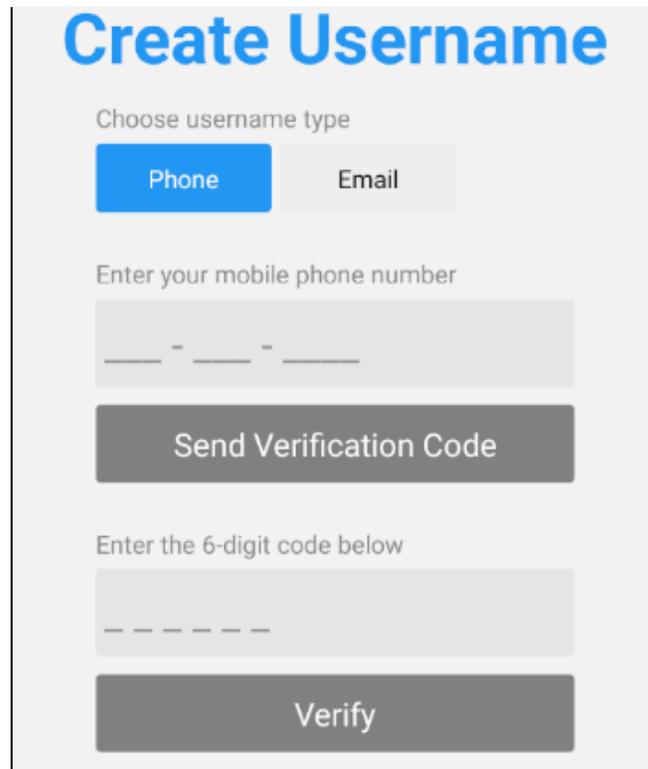
To make a new account, select **Create Parent Account**.

Search for the name of your child's school district. Once the name appears in the drop-down list, **select** the correct district and tap the green **Next** button at the top right of your screen.



The screenshot shows the "Create Account" screen. At the top, the words "Create Account" are written in large, bold, blue letters. Below that, the text "Select Your School District" is displayed in a smaller, bold, grey font. There is a search input field with the placeholder text "Type to search school district" and a small "X" icon on the right side of the field.

You will be prompted to choose your username – either your cell phone number or your email. This will be used as your username for signing into your account. You will receive either a text or an email with a verification code.



Create Username

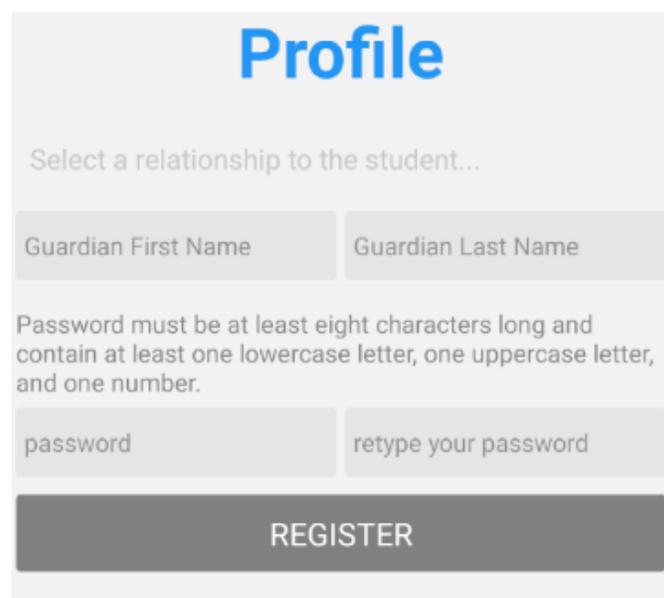
Choose username type

Enter your mobile phone number

____ - ____ - ____

Enter the 6-digit code below

Click on **select a relationship** to choose your relationship to your student. Enter your **name** and choose a **password**. Your password must be eight or more characters and contain at least one lowercase letter, uppercase letter, number, and special character.

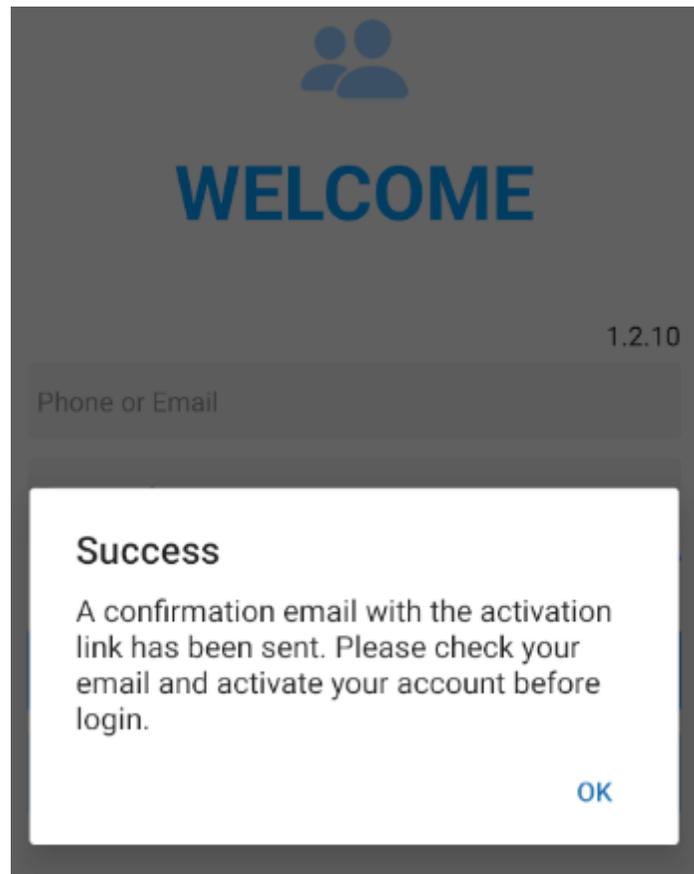


Profile

Select a relationship to the student...

Password must be at least eight characters long and contain at least one lowercase letter, one uppercase letter, and one number.

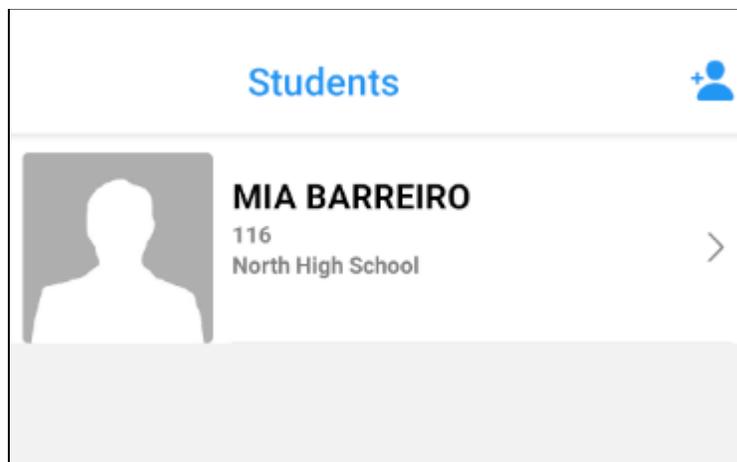
Once all five fields have been filled in, the Register button will turn blue. Click **Register**.



You will receive an email with a link to verify your account, or a text message with a verification code. Either click the link to finish setting up your account, or enter the code.

If your school has a **Parent/Guardian Consent Agreement**, you must read the agreement and click the blue **Agree** button to continue.

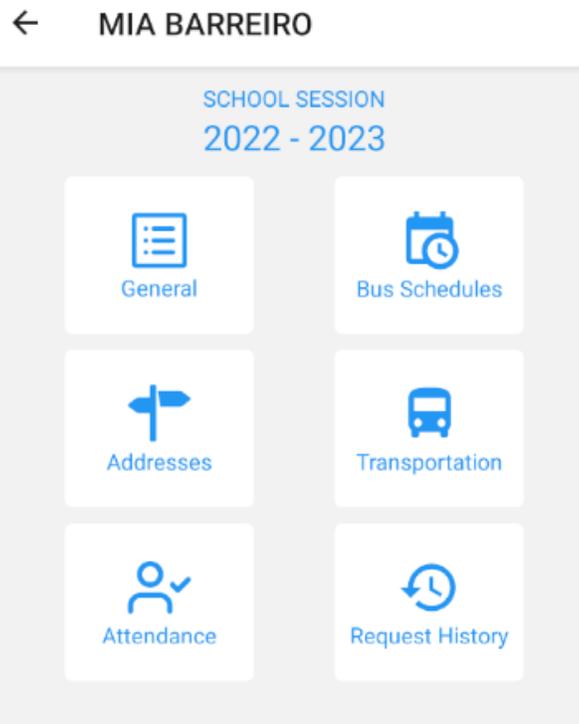
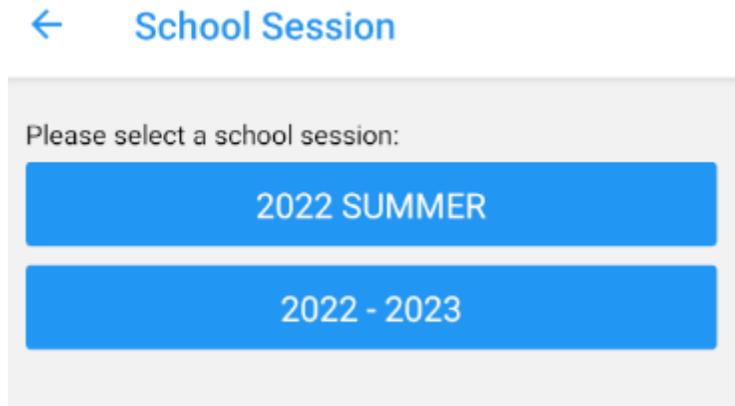
You will be able to view any students linked to your account on the **Students** tab.



Click the blue **+person** button to add a student who is not already linked to your account.

Click on the name of a linked student to view their record and request transportation.

You may be prompted to choose the appropriate school session.



Under **General**, you can view your student's basic information.

Under **Addresses**, you can view the addresses on file for your student and request changes, if allowed by the school district.

If your school participates in student tracking, your child's bus usage can be viewed under **Attendance**.

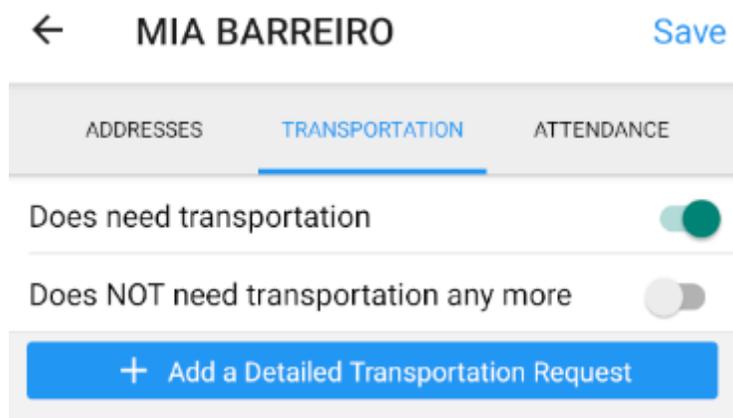
Under **Bus Schedules**, you can view the bus schedules currently assigned to your student.

Under **Transportation**, you can request transportation for a current or upcoming school session.

Under **Request History**, you can view past or pending requests for your child.

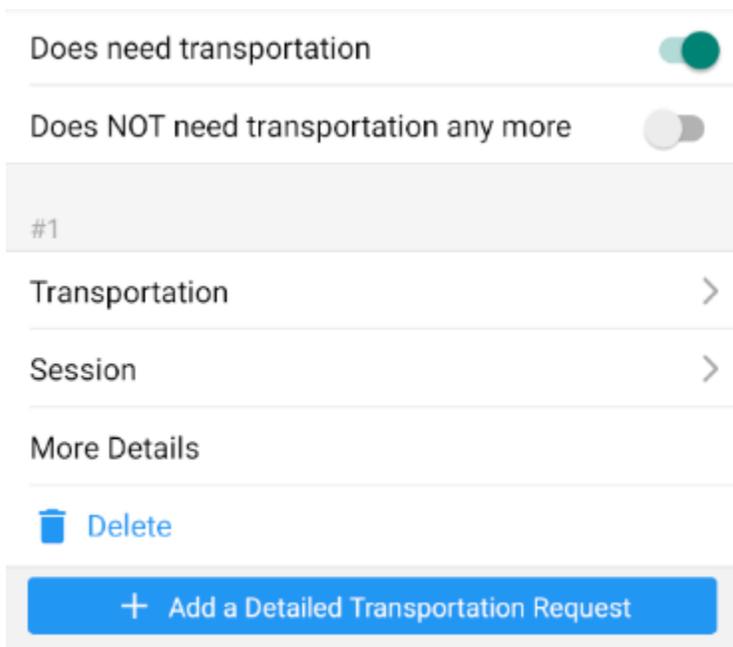
How Can I Request Transportation?

If your school allows you to request transportation through the parent portal, you can also submit requests in BusQuest. To **request transportation**, click on **Transportation**, then select that your child **Does need transportation**.



A screenshot of a mobile application interface for a student named MIA BARREIRO. At the top, there is a back arrow, the name 'MIA BARREIRO', and a 'Save' button. Below this is a navigation bar with three tabs: 'ADDRESSES', 'TRANSPORTATION' (which is selected and underlined), and 'ATTENDANCE'. Under the 'TRANSPORTATION' tab, there are two toggle switches. The first, 'Does need transportation', is turned on (green). The second, 'Does NOT need transportation any more', is turned off (grey). Below these toggles is a blue button with a plus sign and the text '+ Add a Detailed Transportation Request'.

Next, select the blue box to **Add a Detailed Transportation Request**.



A screenshot of the 'Add a Detailed Transportation Request' screen in the mobile application. It features the same toggle switches as the previous screen: 'Does need transportation' (on) and 'Does NOT need transportation any more' (off). Below these is a grey box containing the number '#1'. Underneath are three rows, each with a label and a right-pointing chevron: 'Transportation', 'Session', and 'More Details'. At the bottom of this section is a blue button with a trash can icon and the text 'Delete'. At the very bottom of the screen is another blue button with a plus sign and the text '+ Add a Detailed Transportation Request'.

Under **Transportation**, you can input if your child is being transported **from/to home** or **from/to other site**.

Note – if you choose **Other Site**, you will be asked for the address of that site.

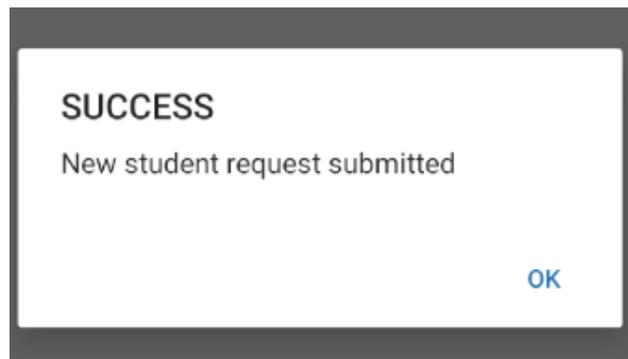
Next, choose the **Session** for which your child needs transportation – in the morning, afternoon, or both.

Any notes can be added under **More Details**.

If your child has more detailed transportation needs, you can also add another detailed transportation request.

Once all fields have been filled out, click **Save** at the top right corner of your screen.

You will receive a message telling you your request has been submitted to the school for approval.

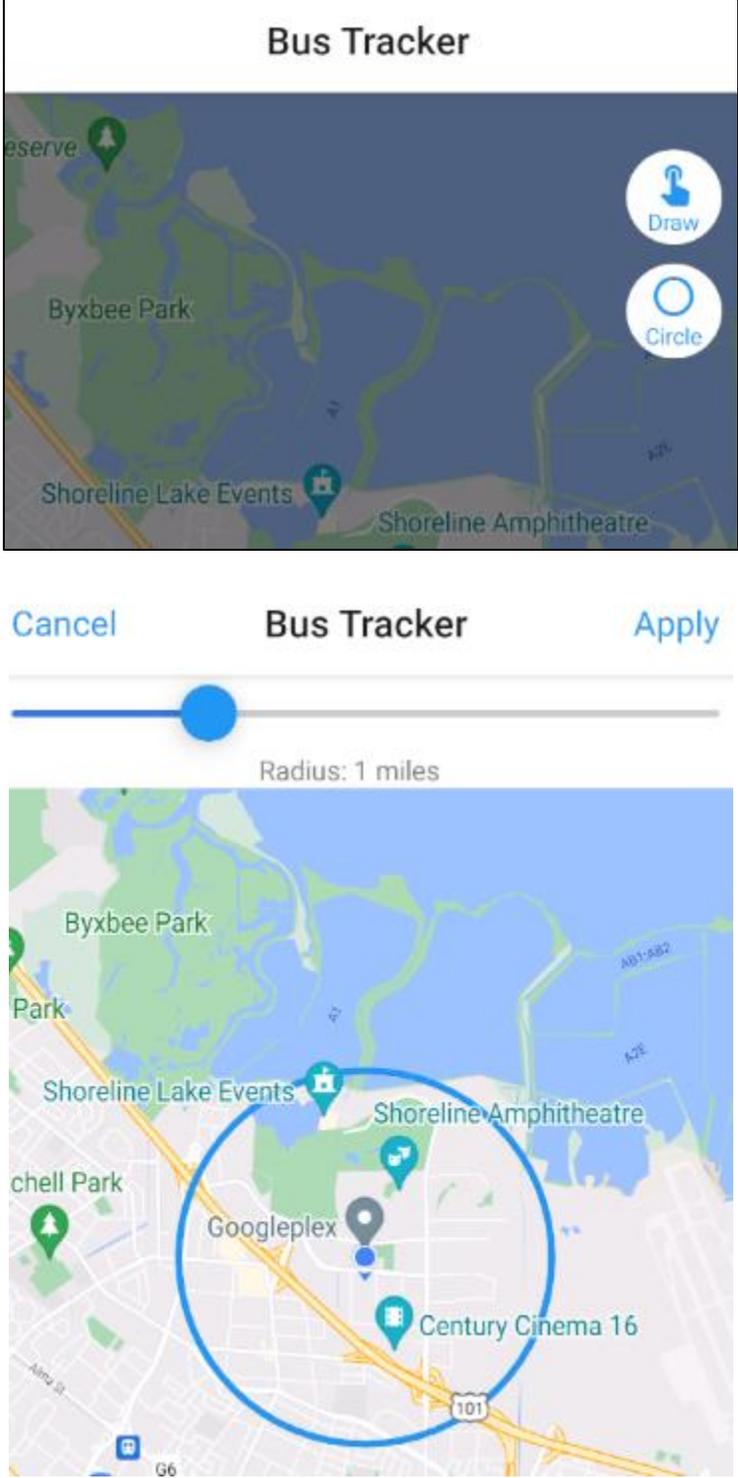


How Does the Bus Tracker Work?

To set up a notification zone around your child's bus stop, click on the second tab in your BusQuest app – **Bus Tracker**.

The Bus Tracker allows you to set up a customized notification zone around your child's bus stop. Once the bus is within this zone, you will receive a notification so you know to make sure your child is ready.

You can choose **Circle** to set up a circular radius around your child's stop, or **Draw** to make a customized boundary. If choosing Circle, simply set the radius for your circle, then choose **Apply**. If choosing Draw, use your finger to draw the zone you want around your child's stop, then click **Apply**.



You will now receive notifications when your child’s bus is near their stop each morning.