

## IRVINGTON UFSD / INSTRUCTIONS FOR USING THE ONLINE TRANSPORTATION PORTAL

Our transportation office, based in the Ardsley school district, uses an online portal to provide you with your child's bus assignment. Bus number, bus stop, and pick-up/drop-off times are all posted on this portal.

**The transportation portal will be launched for the 2017-18 school year on August 24. You will not be able to log in prior to that date.**

To access your child's bus information:

- Go to [transportation.ardsleyschools.org](http://transportation.ardsleyschools.org) or use the link provided on the Irvington UFSD website's transportation page.
- For user name, enter your child's Irvington UFSD student ID number, **preceded by IR-**. Example: If your student ID were 81234, you would enter IR-81234. If your student ID were 8001234, you would enter IR-8001234.
- For password, enter your child's student ID number preceded by IR- again. You will be prompted to change your password once you have logged in to the site. (When it asks for "old" password, enter the student ID number with IR- one more time.)  
*Please be sure to set up your password retrieval when prompted.*

**\*\* NOTE: PASSWORDS ARE RESET TO STUDENT ID NUMBER  
FOR EACH NEW SCHOOL YEAR. \*\***

After log-in, click on "View Student" to access your child's current bus information.

You may also use the "Parent Communication" link to provide the transportation department with updates to your phone number(s) and/or e-mail address(es) as shown under the bus information. **NOTE:** *Please do NOT use this link to request route changes, report bus issues, or for other types of communication.*

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Additional transportation information may be found on the transportation page of the Irvington UFSD website.

If you have any questions or problems, please e-mail the transportation office at [pgill@ardsleyschools.org](mailto:pgill@ardsleyschools.org); or contact us at 914-295-5544.