



"Ride Ready" with the Richmond County School System

How to Update Your Information and Register for Bus Transportation

Last Updated: 3/31/25

www.rcboe.org/busregistration



Information Updates & Bus Registration for the Upcoming School Year



As we prepare for the 2025–2026 school year, we are improving our registration process to help create more efficient bus routes and ensure families receive timely communication.

To support this effort, all families need to update their information and complete bus transportation registration through the Infinite Campus Parent Portal.

www.rcboe.org/busregistration





Who Should Update Their Information & Register for Bus Transportation?

We are asking all families in the Richmond County School System to register for bus transportation, including:

- Students returning to the same school next year.
- Students returning to a different RCSS school next year.
- New students enrolling in the district for the first time.
- Students who will ride the bus every day.
- Students who will be car riders some days but ride the bus other days.
- Students who do not plan to ride the bus at all.

How To Register for Bus Transportation

Step #1: Log In To Your Infinite Campus Parent Portal

Parent Portal is available to authorized parents and guardians of Richmond County School System students.

New to Richmond County? [Follow these steps to set up an account.](#)



[Scan the QR Code or Click Here](#)

How To Register for Bus Transportation

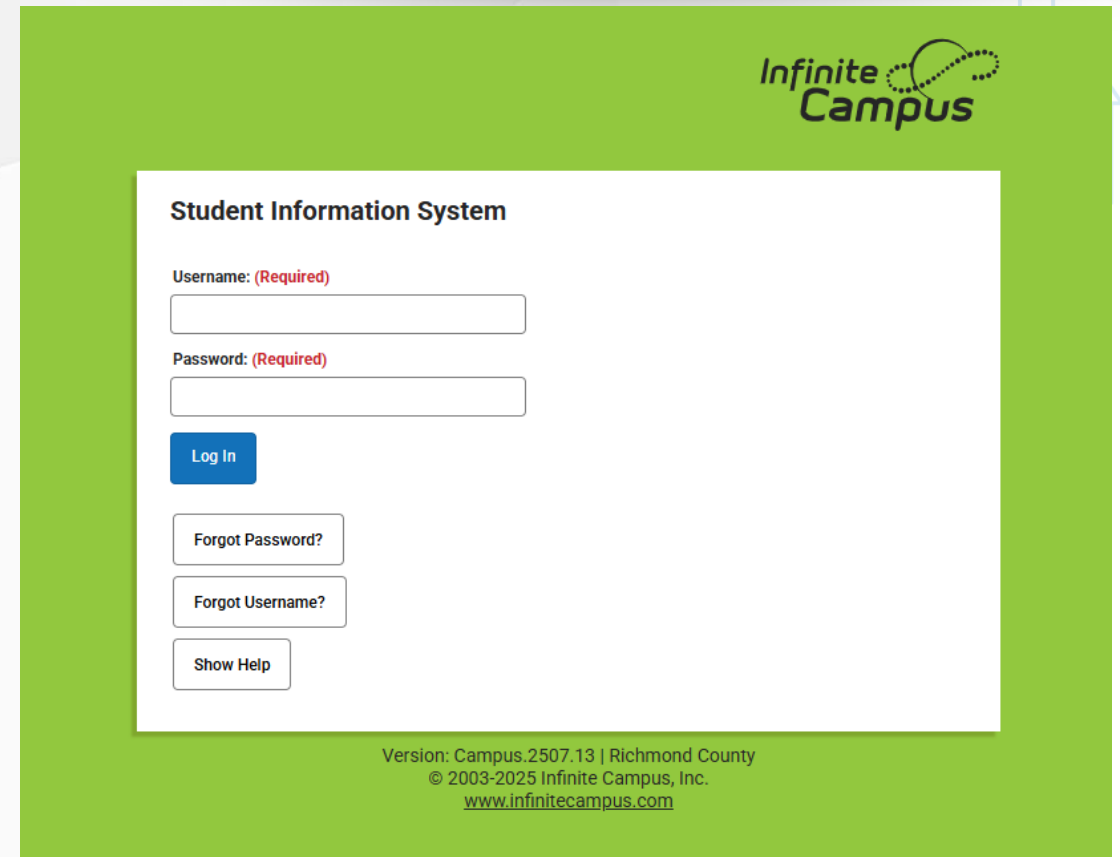
Step #1: Log In To Your Infinite Campus Parent Portal

Forgot your username or password?

1. Click "**Forgot Password/Username.**"
2. Follow the instructions in the email you receive to update your username or password

If you didn't receive an email, contact the Data Clerk/Registrar at your child's school to access your account

www.rcboe.org/parentportal



The screenshot shows the login interface for the Infinite Campus Student Information System. The page has a green header with the 'Infinite Campus' logo. The main content area is white and contains the following elements:

- Student Information System** (Section Header)
- Username: (Required)** with a text input field.
- Password: (Required)** with a text input field.
- A blue **Log In** button.
- A **Forgot Password?** button.
- A **Forgot Username?** button.
- A **Show Help** button.

At the bottom right, the footer text reads: Version: Campus.2507.13 | Richmond County, © 2003-2025 Infinite Campus, Inc., and www.infinitecampus.com.

How To Register for Bus Transportation

Step #2: Click "Online Registration"

On your Parent Portal dashboard, click **"Online Registration"** on the right-hand side under **"Shortcuts."**

The screenshot displays the Infinite Campus Parent Portal interface. The sidebar on the left includes links for Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. The main content area is titled 'Student Profile' for Richmond C. Student and contains sections for 'Today's Schedule' (showing classes like HR and Language Arts/Gr 4), 'Documents Need Attention' (listing a Health Card), 'Assignments: To-Do' (showing a missing assignment for Mathematics/Gr 4), and 'Recent Updates: Last Two Weeks'. On the right side, the 'Shortcuts' section is highlighted with a red box, containing links for 'Contact List', 'Online Registration', and 'SpotLight'. A large red arrow points from the 'Online Registration' link to the main content area.

How To Register for Bus Transportation

Step #3: Select “Next Year – 2025–2026.”

- Choose the option under “**Existing Families**” if your child is already enrolled.
- Choose the option under “**New Student Registration**” if your child is new to RCSS.
- The status under “**Action**” will show as “**Start**” or “**Continue**” if you are still working on your application. It will say “**Review**” after your submit your application.

[< Back](#) | Online Registration

Existing Student Registration

NAME	STATUS	ACTION
Current Year - 2025	IN PROGRESS	Continue
Next Year - 2025-2026	COMPLETE	Review

New Student Registration

NAME	STATUS	ACTION
Current Year - 2025	IN PROGRESS	Continue
Next Year - 2025-2026	COMPLETE	Review

How To Register for Bus Transportation

Step #4: Click "Begin" and fill out the online application.

[← Back](#) | Existing Student Registration

This editor is to update data for student(s) who are currently enrolled or to request a transfer/withdrawal for your student(s) from the Richmond County School System.

Este editor es para actualizar los datos de los estudiantes que están actualmente inscritos o para retirar a sus estudiantes del Sistema Escolar del Condado de Richmond.

If you only want to register new students for the select year at this year, please use the link below to go to the New Student Registration form.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?
Richmond Student	04	yes	Included	no

You will load into application number 83663 for existing student registration.

Begin





Filling Out The Online Application

What's In The Online Application?

New Families to the Richmond County School System (RCSS)

New families to our school system should prepare the following information to complete registration:


- **Household information:** address and phone numbers
- **Parent information:** work and cell phone numbers, email addresses
- **Student information:** demographic and health/medication information
- **Emergency Contact:** addresses and phone numbers.
- **Photo ID:** parents and guardians must upload a copy of a photo ID to register their child(ren).

www.rcboe.org/registration



Online Registration - School - Microsoft Edge

https://campus.rcss-k12.org/campus/olr2/coreOLR/portal/shell.xml?applicationMode=existing&x=olr2.coreOLR.Olr2Main-applicationList&application...



Infinite Campus Online Registration

Application Number 83663

English | Spanish

Welcome to the RCSS Online Registration process. Before you begin, please gather the following to register:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers.

Demographic updates may be required. Any required updates are highlighted in yellow.

- You will be required to upload a picture ID.
-

Note:
Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

If you need assistance, please call the school during school hours.

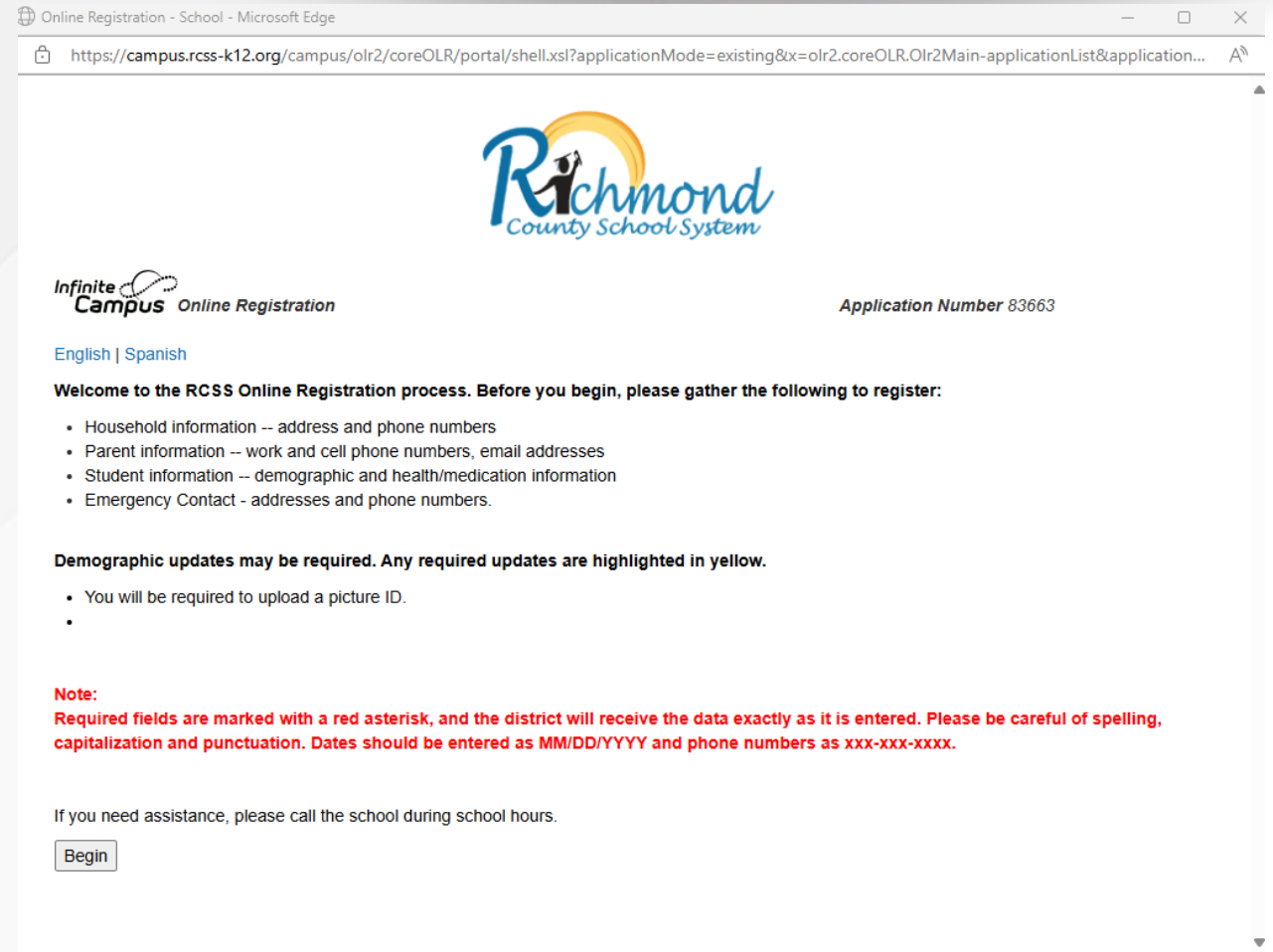
Begin

What's In The Online Application?

Existing Families

Existing families to our school system should review the following information in their account as they go through the application and ensure information is correct:

- **Household information:** address and phone numbers
- **Parent information:** work and cell phone numbers, email addresses
- **Student information:** demographic and health/medication information
- **Emergency Contact:** addresses and phone numbers.



The screenshot shows a web browser window titled "Online Registration - School - Microsoft Edge". The address bar displays the URL: <https://campus.rcss-k12.org/campus/olr2/coreOLR/portal/shell.xml?applicationMode=existing&x=olr2.coreOLR.Olr2Main-applicationList&application...>

The page features the Richmond County School System logo at the top center. Below the logo, the text "Infinite Campus Online Registration" is displayed on the left, and "Application Number 83663" is on the right. There are links for "English" and "Spanish".

The main heading reads: "Welcome to the RCSS Online Registration process. Before you begin, please gather the following to register:"

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers.

A note states: "Demographic updates may be required. Any required updates are highlighted in yellow."

- You will be required to upload a picture ID.

A red "Note:" section follows, stating: "Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx."

At the bottom, it says: "If you need assistance, please call the school during school hours." and includes a "Begin" button.

What's In The Online Application?

The online application will require you to review or fill in contact and household information for the student. Remember to select **"Save/Continue"** after each step to keep track of your progress.

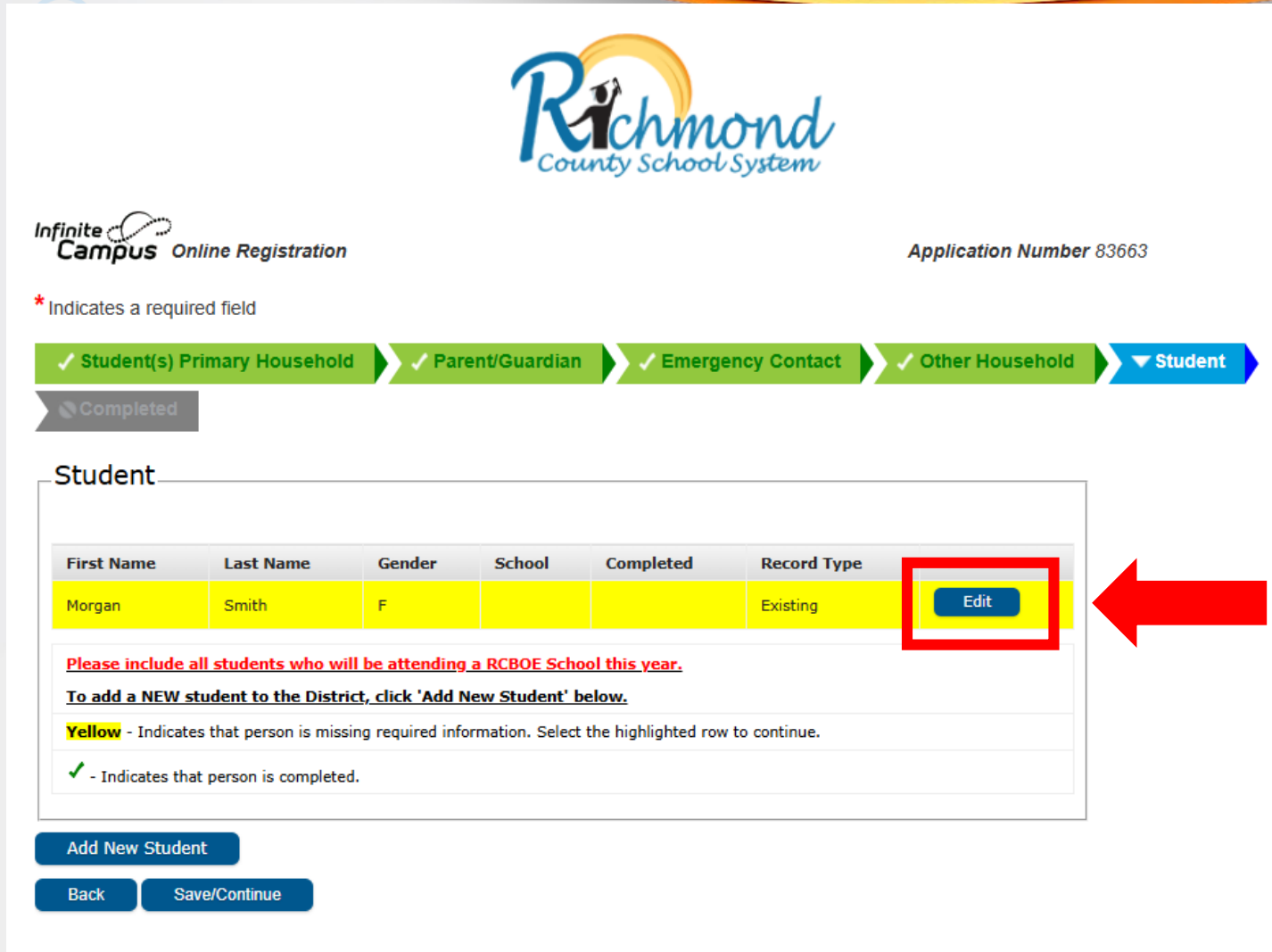


The screenshot shows the Richmond County School System logo at the top center. Below it, on the left, is the "Infinite Campus Online Registration" logo, and on the right is the text "Application Number 83663". A red asterisk with the text "* Indicates a required field" is positioned above a progress bar. The progress bar consists of five steps: "✓ Student(s) Primary Household", "✓ Parent/Guardian", "✓ Emergency Contact", "✓ Other Household", and "▼ Student". The first four steps are in green boxes, and the fifth is in a blue box. Below the first step, there is a grey box with a checkmark and the word "Completed".

Register for Bus Transportation

Register for Bus Transportation

Under the "Student" section of the application, Click "Edit."



The screenshot shows the 'Infinite Campus Online Registration' interface for the Richmond County School System. At the top, the school system logo is on the left and the application number '83663' is on the right. A progress bar indicates the current step is 'Student', with previous steps 'Student(s) Primary Household', 'Parent/Guardian', 'Emergency Contact', and 'Other Household' completed. Below the progress bar, a table lists student records. The first record, for 'Morgan Smith' (Female), is highlighted in yellow and has an 'Edit' button next to it, which is circled in red and pointed to by a large red arrow. Below the table, instructions state that yellow highlights indicate missing required information and green checkmarks indicate completed information. At the bottom, there are buttons for 'Add New Student', 'Back', and 'Save/Continue'.

Richmond County School System

Infinite Campus Online Registration Application Number 83663

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ✓ Other Household ▼ Student

Completed

Student

First Name	Last Name	Gender	School	Completed	Record Type	
Morgan	Smith	F			Existing	Edit

Please include all students who will be attending a RCBOE School this year.

To add a NEW student to the District, click 'Add New Student' below.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Student

Back **Save/Continue**

Register for Bus Transportation

- Review or fill in required information about your child.
- Under "**Transportation**", click "**Yes**" or "**No**" to register for bus transportation.
- Click "**Save/Continue**."

* Indicates a required field

✓ Student(s) Primary Household > ✓ Parent/Guardian > ✓ Emergency Contact > ✓ Student

Completed

Student Name: Morgan Elise Smith

▸ Demographics

▸ Student Services

▸ Language Information

▸ Previous Enrollment in Georgia

▸ Relationships - Parent/Guardians

▸ Relationships - Emergency Contacts

▸ Relationships - Other Household

▸ Health Services - Emergency Information

▸ Health Services - Medical or Mental Health Conditions

▸ Health Services - Medications

▼ **Transportation**

Does this child need bus transportation? ▼ *

◀ Previous Next ▶

▸ Release Agreements

Cancel Save/Continue

Complete the Application

Once you fill out and review all information for accuracy, click **"Submit"** to save your changes.

You must submit your application by clicking the following button.

Submit

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

Back

[Application Summary PDF](#)



Quick Links & Contact

- **Transportation Website:** www.rcboe.org/transportation
- **Transportation Hotline:** (706) 796-4777
- **Infofinder Bus Route/School Zone Locator:**
www.rcboe.info/zone
- **StopFinder Bus Tracking Information:**
www.rcboe.org/stopfinder
- **Contact the Richmond County School System:**
www.rcboe.org/contactus

www.rcboe.org/busregistration