"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.

www.rcboe.org/busregistration

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.

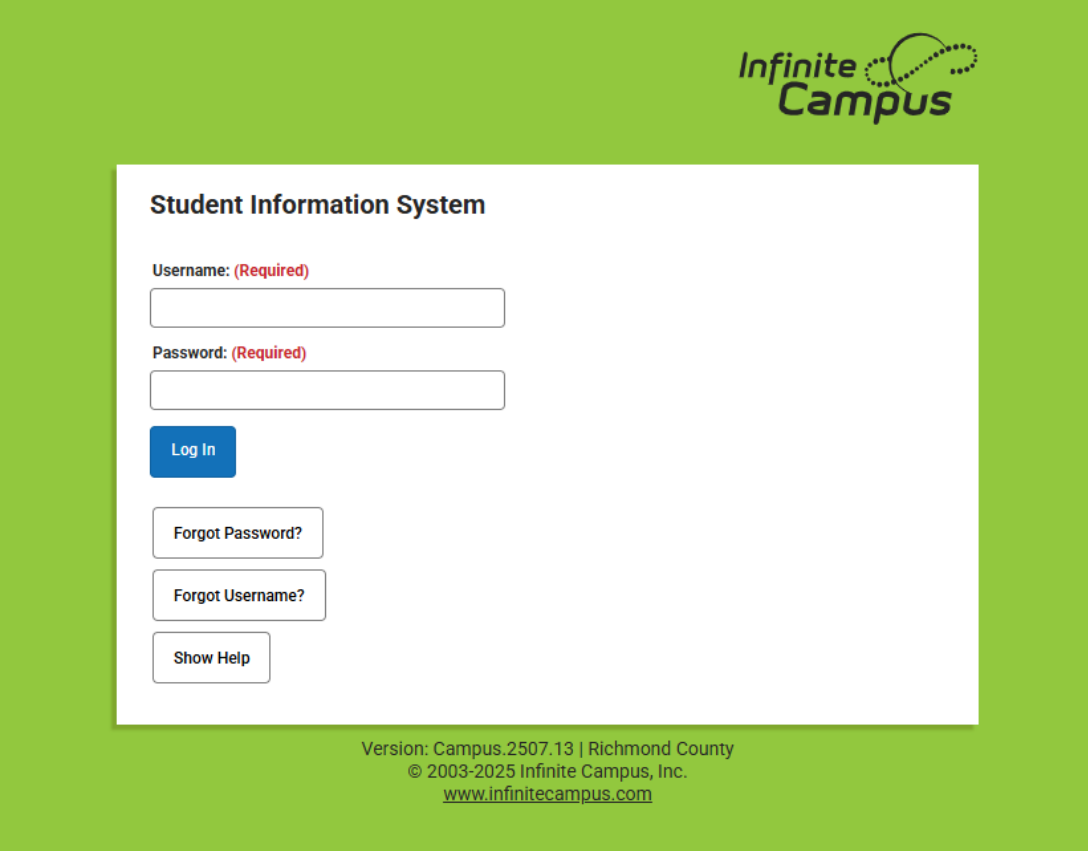**Scan the QR Code or Click Here**

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

Infinite Campus

Student Information System

Username: (Required)

Password: (Required)

Log In

Forgot Password?

Forgot Username?

Show Help

Version: Campus.2507.13 | Richmond County
© 2003-2025 Infinite Campus, Inc.
www.infinitecampus.com

Step #2: Click "Online Registration"

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

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.

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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

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.

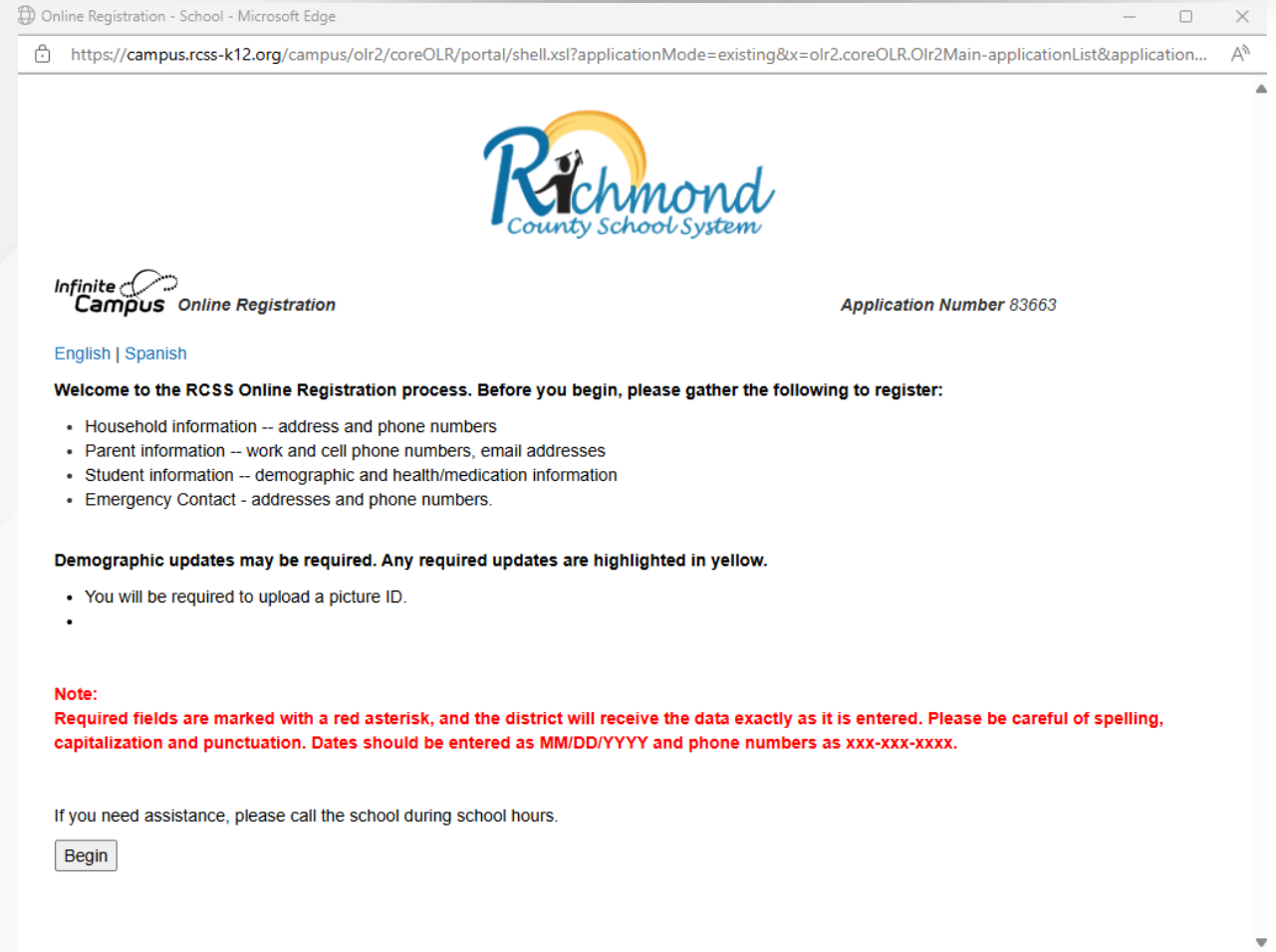- **Photo ID:** parents and guardians must upload a copy of a photo ID to register their child(ren).

www.rcboe.org/registration

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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 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.
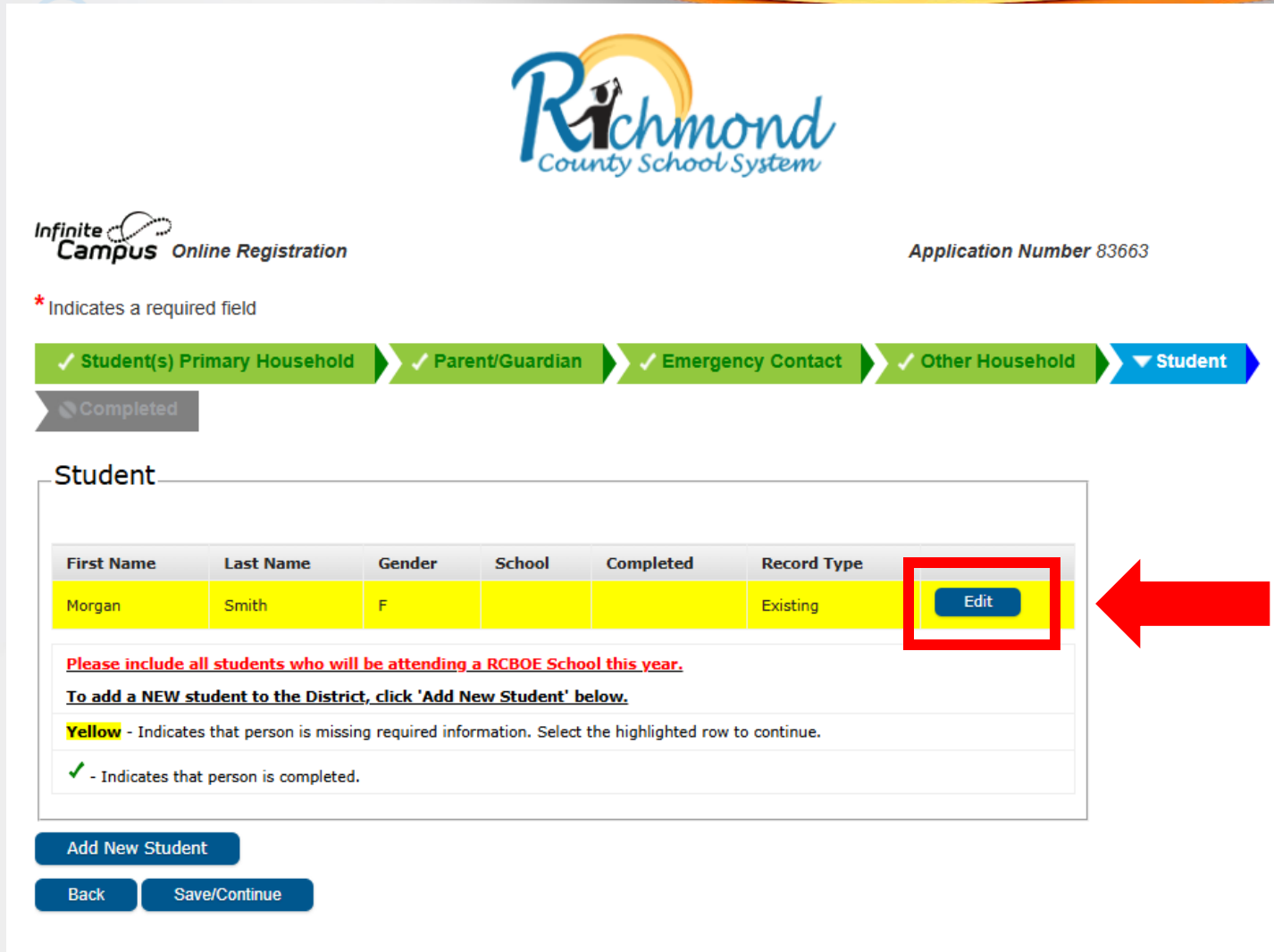
Register for Bus Transportation

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

- 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 Conta▯   ▯hold   ▼ 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
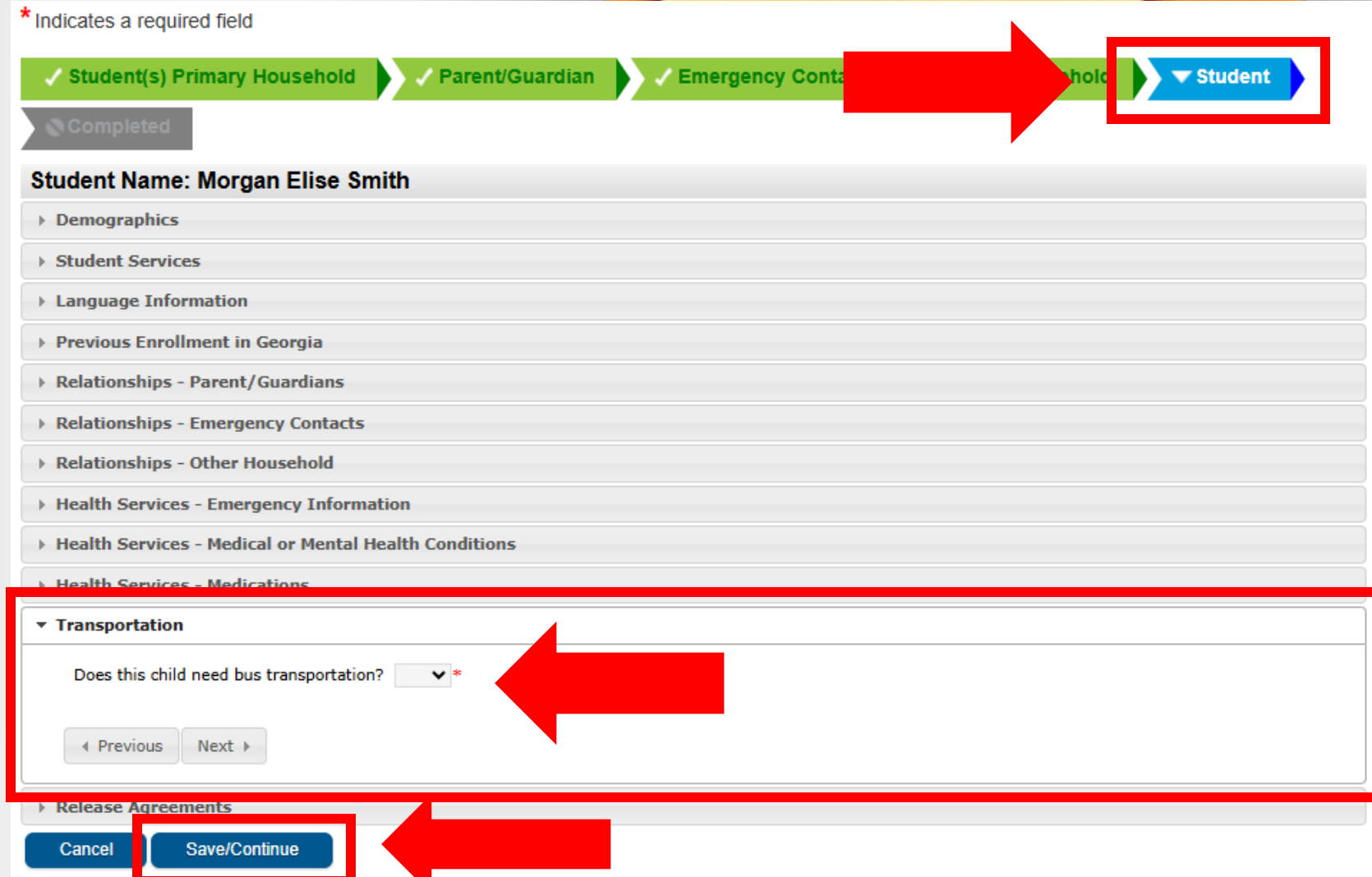
▸ Health Services – Medications

▼ Transportation

Does this child need bus transportation? ▾ *

◂ Previous   Next ▸

▸ Release Agreements

Cancel   Save/Continue

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Richmond
County School System

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

Richmond County School System

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