

# Transportation Registration through Family Connection

Registration for Bus Transportation is now available online through Family Connection!

**Please Note: All Students, no matter the grade or distance or if they qualify for a waiver, who intend to ride the bus must register through Family Connection.**

## How do I know if I need to register?

**YES:** your student is in grades 7 - 12

**YES:** your student is in grade K - 6 and you live within 2 miles of the school district

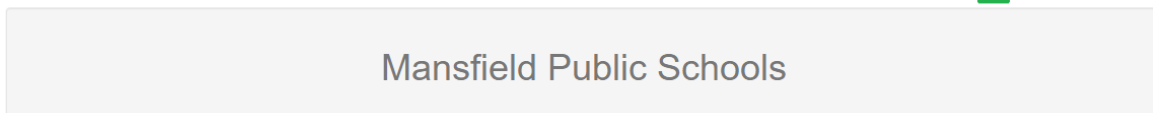
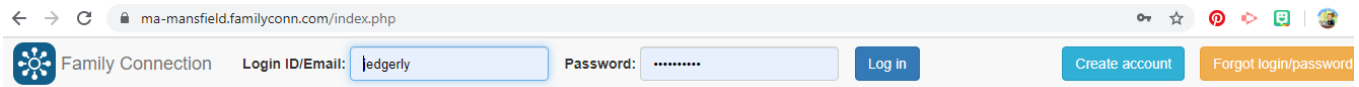
**YES:** your student is in grade K - 6 and you live 2 miles or beyond of the school district.

**Please note: Students in K-6 living beyond 2 miles of the school district will not have to pay a fee to ride the bus, however, you do need to register for the bus to secure a seat.**

**NO:** you do not plan to ride the bus

To begin, go to the Mansfield Public Schools website → Departments → Transportation -->Click on the link to Family Connection Bus Registration (<https://ma-mansfield.familyconn.com/index.php>)

If you already used Family Connection for online enrollment in the past, you can begin by logging in. If you've never used Family Connection, start by clicking on Create Account:



**To create a new account, you must use the Email address that you receive all your MPS communication from which is the email address for contact #1.**

### New Parent/Guardian Account ✕

**Parent/Guardian First Name:**

**Parent/Guardian Last Name:**

**Parent/Guardian Email:**

**Password:**

**Confirm Password:**

Minimum of 6 characters

Please select one of the following:

I have students that are currently enrolled in this school district, or were enrolled in the past.  
Use this option for Bus Transportation registration.

Please fill out the following for any one of your students that are, or were at a time enrolled in this school district

**Student First Name:**

**Student Last Name:**

**Student Birthdate:**

I will be enrolling students in this school district for the very first time.

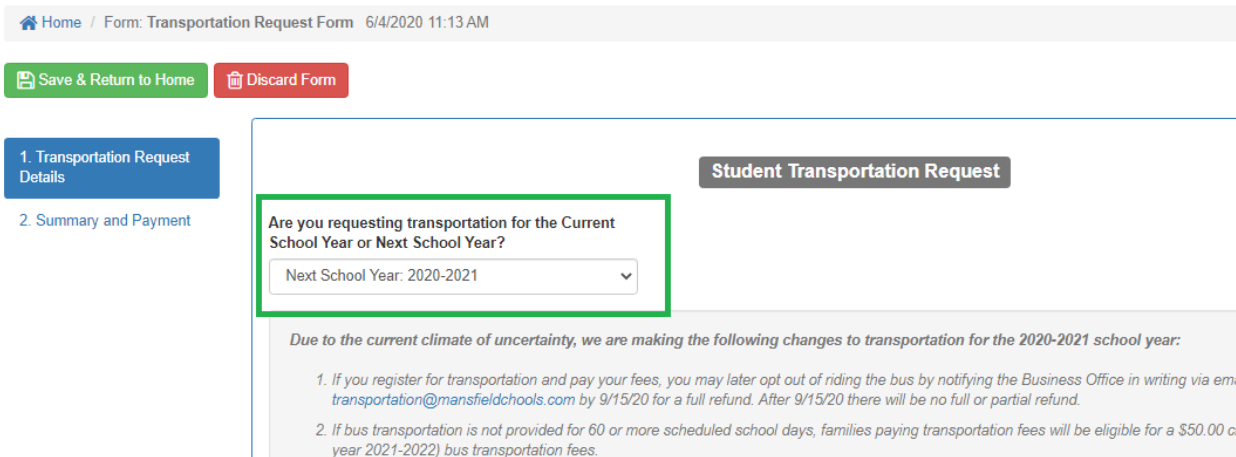
**\*\*\*After you click Create Account be sure to check your email for the Account Activation Link. Once you click on the account activation link in your email, you will be ready to move on to the next step.\*\*\***

Once your account has been created you can begin registering for Transportation. If you are an existing student, you do not need to use the Registration Form or Document Upload Tabs which are needed for new enrollments.

- [Kindergarten Registration for 2020-2021](#) is now open. Complete your registration and click the **SUBMIT FORM** button. In LATE February, the Robinson School will start reviewing these registrations and reach out to you via email with the next steps.
- Once you've completed registering all students, be sure you have clicked the **Submit Form Button** below, then return to the Mansfield Public School homepage for additional instructions. [CLICK HERE](#) to return.



The first thing on the registration is to select the school year, **please be sure to select Next School Year**



Next select the student you'd like to register, you can register all students through this process, you'll just do it one student at a time before submitting.

Please be sure to fill out all necessary questions. If your student does not have an Alternate pick up and drop off location those can be left blank. If you are registering more than one student, once done, click Add Additional Student, if you are registering only one student, you can proceed to the next step by clicking Next at the bottom of the page. Clicking the Next button will begin the payment process, so please be sure to click it only when you are ready. **Please note: if you do not owe a fee, clicking next will allow you to complete the registration process.**

Student 1: Test, Jon Transportation Fee: \$ 0.00

Student Name: Test, Jon Grade Level: 02 School Name: Robinson Elementary School

Address House # and Street: 222 Rock St Apt/Unit: City: Mansfield State: MA Zip: 99090

If your student is eligible to receive Free/Reduced Lunch, you may request a Transportation Fee Waiver by selecting Yes below. By selecting Yes, you are authorizing the Mansfield Food Service Department to share your eligibility to participate in the school lunch program with the Mansfield Public Schools Transportation Department. You will be contacted if there are any questions regarding your eligibility.

No

Is the distance of transportation requested for this student over 2 miles? ([click here to find out](#))

Yes

If you would like to request an alternate pick-up or drop-off address for this student, please enter the details below. Please note that there can only be one pick-up and one drop-off location. For example, a child can be picked up at home and dropped off at daycare, but it must be the same location each day. They cannot be picked up at home one day and at daycare the next. Same applies to drop-off.

Alternate Pick-up Address: Alternate Drop-off Address:

[+ Add Additional Student](#)

Total Transportation Fees: \$ 0.00

Click [Next](#) below to continue to payment options

Next →

At any point in time, if you need to, you can save and exit Family Connection, your progress will be saved. If needed you can discard the registration and start over as well.

Home / Form: Transportation Request Form 6/4/2020 11:35 AM

Save & Return to Home

Discard Form

There are 2 ways to make a payment at this time - online through, **Unibank**, or mail a check to the Central Office. **Please Note: There is a \$.50 cent processing fee for an online payment if you choose to pay by check. If you prefer to pay by credit card, a processing fee based on the transaction amount will be charged by Unibank.**

To make a payment by mailing a check through Central Office, select Send Check or Money Order payable to: then click Submit. Mail your check and your registration will be confirmed once the check is received.

[Save & Return to Home](#) [Discard Form](#)

- 1. Transportation Request Details
- 2. Summary and Payment

Thank you for completing your Pay-N-Ride application online.

Your anticipated Pay-N-Ride fees have been calculated below. If you have applied for a fee waiver, your eligibility will be reviewed and you will be contacted if there are any issues.

Test, Jon	\$ 130.00
<b>Total Transportation Fees:</b>	<b>\$ 130.00</b>

You may submit payment as follows:

Use Our Online Payment System

Send a check or money order payable to:

**Mansfield Public Schools**  
2 Park Row  
Mansfield  
MA 02048

We do not accept cash.  
If payment is left in the Town Hall dropbox, please mark the envelope Attn: School Department - Transportation

Please note: Pay-N-Ride fees are non-refundable and are not pro-rated.  
If you have any questions, please contact 508-261-7503 or [transportation@mansfieldschools.com](mailto:transportation@mansfieldschools.com)



[← Previous](#) [Submit Form](#)

https://mansfieldpublicschools.com/fin/online?context=fees&DataID=18&feeID=03&success=3#

To make payments through Unibank, select Use our online payment system, then select Click to make an Online Payment, this will redirect you to Unipay.

You may submit payment as follows:

Use Our Online Payment System

Online Payment Options:

Electronic Check: You will need one of your checks with you when you pay online in order to get your account number and the bank's routing number from it. You will be shown where this information is on your check.

There is NO processing fee assessed for this payment type.

Credit/Debit Card: We accept MasterCard, American Express and Discover for credit and debit card payments. There will be a convenience fee charged by your card service provider for each online payment according to the schedule below. When paying by card, the fee amount will appear in a separate box and will be totaled with the amount of the payment.

Credit/Debit Card Fee Schedule  
Scale Based on Total Transaction Amount

From \$200.00 - \$399.99	Fee is \$10.00
From \$400.00 - \$699.99	Fee is \$17.50

Send a check or money order

**Click to make Online Payment**

You will be redirected to the UNIPAY Online Payment System to make your payment and complete your submission.

You will be presented with a summary of your Bus Transportation charges and acceptable payment methods, click Checkout (**Please Note: Unibank does not accept VISA**)



Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

**Cart**

Description	Price	Qty	Total	Remove
Bus Transportation	\$205.00	1	\$205.00	
			<b>Total: \$205.00</b>	

Accepted payment types for combined cart items:

Check	Credit	Debit	Credit	Debit	

Need Assistance?  
Call: 1-877-227-1157  
Monday - Friday: 8:30am to 6:00pm  
Saturday: 8:30 am to 1:00pm  
Email: support@unipayteam.com  
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You do not need to create an account with Unibank to make your payment. Click Checkout as Guest

### Member Login

User Name:

Password:

Forgot your username or password?

### Checkout as Guest

To continue without saving your information, click **Checkout as Guest**

If you would like to create a new UniPay account and save your details for future payments, click **Create Account**

Need Assistance?  
Call: 1-877-227-1157  
Monday - Friday: 8:30am to 6:00pm  
Saturday: 8:30 am to 1:00pm  
Email: support@unipayteam.com  
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Enter your billing details and click Checkout as Guest. Please enter a valid email address as this is where your receipt of payment will be sent.

### Cart

Description	Price	Qty	Total	Remove
Bus Transportation	\$205.00	1	\$205.00	✕
			<b>Total: \$205.00</b>	

Accepted payment types for combined cart items:

Check

### Billing Information

Please complete all fields marked with an asterisk (\*).

Address 1 \*

Address 2

City \*      State \*      Zip Code \*  
      -Select-      #####

Phone Number \*      Email Address \*  
     

Select your payment method, enter the payment details and click Proceed (**Please Note: If you choose to pay by checking account, there is no fee. If you choose to pay with a credit card, Unibank will charge a processing fee**)

### Cart

Description	Price	Qty	Total	Remove
Bus Transportation	\$205.00	1	\$205.00	✕

**Total: \$205.00**

Accepted payment types for combined cart items:

Check	Credit	Debit

### Payment Information

Please select a payment option below.  
Please complete all fields marked with an asterisk (\*).

**Pay By Checking Account**

Checking Account Name:

Account Holder's Full Name\*

Bank Routing No.\*

Bank Account No.\*

Re Enter Bank Account No.\*

show show

**Pay by Credit Card**

Review and Confirm and click Submit Payment

### Review and Confirm Purchase

Description	Price	Qty	Fee	Total
Bus Transportation	\$205.00	1	\$0.00	\$205.00



A payment confirmation screen will display and you will receive a confirmation email at the email address you entered in the billing details section. Click Return to Family Connection to finish the process.