

Pokapū Waka Kura

Conveyance Allowance - change of information request User guide

Te Kāwanatanga o **Aotearoa** New Zealand Government

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Introduction

The School Transport Hub | Pokapū Waka Kura is a secure online portal that schools use to submit school transport assistance information and applications to the Ministry of Education and to view their school transport payments.

This user guide is designed to support you, as a school user, to complete and submit a change of information request for Conveyance Allowance via the School Transport Hub | Pokapū Waka Kura.

Audience

School user

How to get access to the School Transport Hub | Pokapū Waka Kura portal

Prerequisites

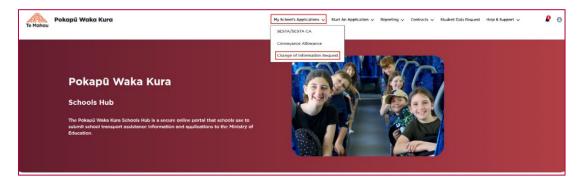
- Education Sector Login (ESL) account.
- Pokapū Waka Kura School User role added to your ESL account.
- Google Chrome browser.
- Logged into Pokapū Waka Kura school portal.

Steps

- Each school has a Delegated Authoriser (DA) for ESL who can add certain roles to your ESL account. Locate your school's DA for ESL. If you are unsure who your school's DA is, contact the Ministry of Education Service Desk on 0800 422 599 or email <u>service.desk@education.govt.nz</u>.
- 2. Ask your DA to add the 'Pokapū Waka Kura School User' role to your ESL account.
- 3. Once they have done this, wait 10 minutes before you attempt to log into Pokapū Waka Kura.

How to access a Change of Information request for a Conveyance Allowance student

1. Navigate to 'My School's Applications' and click on 'Change of Information request'.



- 2. Two list views will appear:
 - a. Active SESTA Services
 - b. Active Conveyance Allowance Services

\cti	ive SESTA Services (21)				Q Sea	rch this list
	Service Name \lor	Student First Name \uparrow \lor	Student Last Name \lor	Date of Birth	~	Type of Assistance
1	SD-00013019		100			Vehicle
2	SD-00013020					Vehicle
3	SD-00013045	10 m		1000 B		Vehicle & Conveyance All
4	SD-00013032		inite and			Conveyance allowance
5	SD-00013017			1000		Vehicle & Conveyance All
6	SD-00013014			1000		Vehicle
7	SD-00013030	10	1000			Vehicle
8	SD-00013097	100	100	1000		Vehicle
9	SD-00013038	100		1000		Vehicle
10	SD-00013016	1. C	in the second	1000		Vehicle & Conveyance All
		< Previous St	nowing Page 1 of 3 View All	Next >		
Acti	ive Conveyance Allowance	Services (4)			Q Sea	rch this list
	Service Name \sim	Student First Name \uparrow \vee	Student Last Name \lor	Date of Birth	\sim	Type of Assistance
1	SD-00013011		1.1			Conveyance allowance
2	SD-00013103		ini.	1000		Conveyance allowance
3	SD-00013102					Conveyance allowance

How to complete a Conveyance Allowance Change of Information request (non-shared custody)

1. Navigate to the 'Active Conveyance Allowance Services' list.

Acti	ve Conveyance Allowance	Services (30)		Q	Sear	ch this list
	Service Name $\qquad \qquad \lor$	Student First Name $\uparrow \qquad \lor$	Student Last Name \vee	Date of Birth	\sim	Type of Assistance \lor
1						Conveyance allowance
2						Conveyance allowance
3						Conveyance allowance
4			-			Conveyance allowance

2. You can sort the list by clicking on a column heading or by entering the student's first name or last name or both into 'Search this list' field.

Acti	ve Conveyance Allowance	Services (4)			Q Sear	rch this list
	Service Name \lor	Student First Name \uparrow \checkmark	Student Last Name $~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~$	Date of Birth	~	Type of Assistance
1		1	1. C			Conveyance allowance
2						Conveyance allowance
3		inter and a second	in an	1000		Conveyance allowance
4						Conveyance allowance

For example, when you enter 'CA' into the 'Search this list' field, the list will display all students who have 'CA' in their first name and last name.

Active Conveyance Allo	wance	Services (1)					Q CA		•
Service Name	~	Student First Name \uparrow	~	Student Last Name	~	Date of Birth	~	Type of Assistance	~
1		CA						Conveyance allowance	2

3. You can also search for students by using the 'Filter' button.

Act	ive Conve	yance Alle	owance Services (30))			Q Search this list
	Service Na	ame 🗸	Student First $\uparrow \lor$	Student Last Na $$	Date of Birth \vee	Type of Assistance \vee	Field
1						Conveyance allowan.	Select an Option 👻
2						Conveyance allowan.	Operator Select an Option
3						Conveyance allowan.	" Value
4						Conveyance allowan.	
5						Conveyance allowan.	Apply Filter Clear Filters

For example, to find a student whose last name is 'Whitby':

- select 'Student Last Name' in the 'Field' dropdown
- select the option 'Contains' in the 'Operator' field
- enter 'Whit' in the 'Value' field

Acti	ive Conveyance Allo	Search this list				
	Service Name \sim	Student First \uparrow \checkmark	Student Last Na 🗸	Date of Birth \sim	Type of Assistance $ \smallsetminus $	Field
1			• ·		Conveyance allowan	Student Last Name 👻
2					Conveyance allowan	Operator Contains
3					Conveyance allowan	Value
4					Conveyance allowan	Whit
5					Conveyance allowan	Apply Filter Clear Filters

4. Click the 'Apply Filter' button and the list will display with any students who have 'Whit' in their last name.

	Service Name V	Student First ↑ ∨	Student Last Na 🗸	Date of Birth V	Type of Assistance \vee	Field
1			White		Conveyance allowan	Student Last Name 💌
2			White		Conveyance allowan	Operator Contains
						Value

5. Click on the blue hyperlink next to the student's name in the 'Service Name' column.

ctive Conveyance Al	ionance	Services(i)					Q CA		<u>۲</u>
Service Name	~	Student First Name †	~	Student Last Name	~	Date of Birth	~	Type of Assistance	~
· Incoments ·		CA		100		Concernance of the second s		Conveyance allowance	

6. The Change of Information request introduction page will display.

Change of Information request	
School	
When should this form be completed?	
This form needs to be completed as early as possible for changes in the student's information. This ir changes to residential address, changes to caregiver information, changes to bank account informati	
When should this form not be completed?	
Change to enrolling school - this requires a new application to be completed	
Reminder	
Before completing this form, you'll need to know:	
 the student's itinerary. The itinerary information listed for the student is their existing itinerary, yo update this as required. 	u'll need to
We aim to process changes to student's information within 20 working days.	
For assistance with your Change of Information request, please contact School Transport: 0800 287 272 orschool.transport@education.govt.nz	
	Star

7. Click on the 'Start' button and the Change of Information request will open.

Student information

1. Click on the down arrow next to 'Student information'. Select the 'Edit' button to make changes to the student's information.

	Change of Informa		
For changes to student's addre	ess(es), you may also need to update Itine	rary information.	
✓ Student information			
Student details			🖌 Edit
First name(s)	Middle name	Last name	
Date of birth	Gender		
School year of student Year 3	National student number (NSN)		
Address details			
Is this student in a shared custody arra No	angement? i.e., they have more than one residentia	l address?	
Primary Residential Address			

Note:

- If you change the answer to the question 'Is this student in a shared custody arrangement? to 'Yes', then please move to <u>'How to complete a Conveyance</u> Allowance Change of Information request (shared custody)'.
- If the student's Date of Birth is recorded incorrectly, you'll need to email <u>school.transport@education.govt.nz</u> with the correct date of birth.
- Student addresses are 'tied' to Caregiver addresses e.g. if you update a student's primary residential address, this will automatically change the Caregiver's primary residential address in Pokapū Waka Kura.
- 2. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Enrolling school details

1. Your student's 'Enrolling school' cannot be updated through a Change of Information request. A change to Enrolling school requires a new application to be completed.

Cł	school	st
For changes to student's address(es), you r	may also need to update Itinerary information.	
> Student information		
✓ Enrolling school details		
Enrolling school		
> Caregiver information		
> Payment information		
> Itinerary information		
> Upload documents		
Save for later		Previous

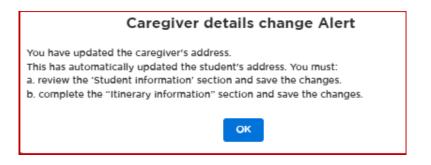
Caregiver information

1. Click on the down arrow next to 'Caregiver information'. Select the 'Edit' button to make changes.

	Change of Informa	ation request	
For changes to student's addres	s(es), you may also need to update Itir	nerary information.	
> Student information			
> Enrolling school details			
✓ Caregiver information			
Primary caregiver details			🖌 Edit
First name	Middle name	Last name	
Relationship to student			
Mobile phone	Home phone	Work phone	
Primary residential address			
Email address			
> Payment information			
> Itinerary information			
> Upload documents			
Save for later			Previous

Note: Caregiver addresses are 'tied' to student addresses e.g. if you update a caregiver's primary residential address, this will automatically change the student's primary residential address in Pokapū Waka Kura.

2. If you have edited the 'Primary Residential Address' for the caregiver and saved the changes, you will receive the following alert message. You'll need to review the 'Student Information' section and complete the 'Itinerary Information' section.



3. Click the 'OK' button to exit the alert.

Payment information

1. Click on the down arrow next to Payment information'. Select the 'Edit' button to make changes.

	Change of Information request	
For changes to student's addr	ess(es), you may also need to update Itinerary information.	
> Student information		
> Enrolling school details		
> Caregiver information		
$^{\vee}$ Payment information		
More than one child receiving a convo		Edit
· You can only direct your conveyar	ce allowance payments to your school if all of your children who are receiving a conveyance allowance attend the same	
school. Note: your children do not	have to be attending the same school if you are directing your conveyance allowance payments to another person.	
The bank account you select for the select for	have to be attending the same school if you are directing your conveyance allowance payments to another person. Is application will become the default bank account for all of your conveyance allowance payments, even if you previous for other children i.e. This is because you cannot have more than one bank account for receiving your conveyance allowa	
 The bank account you select for the selected a different bank account payments. 	is application will become the default bank account for all of your conveyance allowance payments, even if you previous	
 The bank account you select for the selected a different bank account payments. 	is application will become the default bank account for all of your conveyance allowance payments, even if you previous for other children i.e. This is because you cannot have more than one bank account for receiving your conveyance allowa	
The bank account you select for the selected a different bank account payments. Do you have another child who is current of the selected selec	is application will become the default bank account for all of your conveyance allowance payments, even if you previous for other children i.e. This is because you cannot have more than one bank account for receiving your conveyance allowa	
The bank account you select for ti selected a different bank account payments. Do you have another child who is cur Who will be receiving the payment?	is application will become the default bank account for all of your conveyance allowance payments, even if you previous for other children i.e. This is because you cannot have more than one bank account for receiving your conveyance allowa	

2. If you answer, 'Yes' to the question 'Do you have another child who is currently receiving school transport assistance', enter the student's name and the school at which they are enrolled. You can add up to a maximum of 4 students.

lore than one child receiving a co		
	ance allowance payments to your school if all of your children who are rec to have to be attending the same school if you are directing your conveyar	
	this application will become the default bank account for all of your conve nt for other children i.e. This is because you cannot have more than one ban	
o you have another child who is c	urrently receiving school transport assistance?	
Yes No		
tudent name	School name	fin Remov
tudent name	School name	€ Remov
		. Renov
tudent name	School name	
		â Remov
tudent name	School name	â Remov
Add More Students		
Add More Students		
Who will be receiving the payment	2	
Caregiver(s)		

3. You can remove a student by selecting the 'Remove' button next to their name.

Do you have another child who is curi Yes No	ently receiving school transport assistance?	
Student name	School name	a Remove
Student name	School name	
Student name	School name	â Remove
Student name	School name	
Add More Students		

4. If you select 'Other recipient' to be paid, you will need to provide the recipient's name.

✓ Payment information	
More than one child receiving a conveyance allowance:	
	nts to your school if all of your children who are receiving a conveyance allowance attend the same g the same school if you are directing your conveyance allowance payments to another person.
	ecome the default bank account for all of your conveyance allowance payments, even if you previously . This is because you cannot have more than one bank account for receiving your conveyance allowance
Do you have another child who is currently receiving school Yes Yes 	ol transport assistance?
Who will be receiving the payment?	
Caregiver(s)	
Other recipient Recipient's Name	
	X Cancel V Done

5. Click the 'Done' button to save your changes.

Itinerary information

1. If the student is not in a shared custody arrangement, you are not required to provide an itinerary.

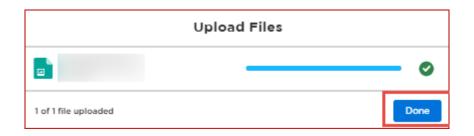
	Change of Informatio	on request	
For changes to student's add	dress(es), you may also need to update Itinerar	y information.	
✓ Student information			
Student details			🖌 Edit
First name(s)	Middle name	Last name	
Date of birth	Gender		
School year of student Year 2	National student number (NSN)		
Address details			
Address details			
Is this student in a shared custody a No	arrangement? i.e., they have more than one residential ad	dress?	
Is this student in a shared custody	arrangement? i.e., they have more than one residential ad	dress?	
Is this student in a shared custody a No	arrangement? i.e., they have more than one residential ad	dress?	
is this student in a shared custody . No Primary Residential Address	arrangement? i.e., they have more than one residential ad	dress?	
Is this student in a shared custody. No Primary Residential Address > Enrolling school details	arrangement? i.e., they have more than one residential ad	dress?	
Is this student in a shared custody : No Primary Residential Address > Enrolling school details > Caregiver information			
Is this student in a shared custody : No Primary Residential Address > Enrolling school details > Caregiver information > Payment information	arrangement? i.e., they have more than one residential ad		
Is this student in a shared custody : No Primary Residential Address > Enrolling school details > Caregiver information > Payment information			

Upload documents

1. Click on the down arrow next to 'Upload documents'. Click on the 'Upload Files' button.

2	nation request
For changes to student's address(es), you may also need to update I	tinerary information.
> Student information	
> Enrolling school details	
> Caregiver information	
> Payment information	
> Itinerary information	
Bank account Information upload Bank account proof must be one of the following (not all or several):	
 A bank statement showing the account holder's name, bank account number and date. A pre-printed deposit slip which includes the full bank account number (bank, br. An ATM printout which shows the bank logo and the full bank account number (bank, bret Bank teller account confirmation dated and stamped by the bank. Which shows t the account holder's name. An internet printout which includes the full bank account number (bank, branch, address along the top or bottom of the page. If this is a shared custody application, you'll need to upload the bank information 	anch, account number and suffix) and the account holder's name. Nank, branch, account number and suffix) and the account holder's full name. The full bank account number (bank, branch, account number and suffix) and account number and suffix) and the account holder's name and the web
 date. A pre-printed deposit slip which includes the full bank account number (bank, br An ATM printout which shows the bank logo and the full bank account number (t Bank teller account confirmation dated and stamped by the bank. Which shows t the account holder's name. An internet printout which includes the full bank account number (bank, branch, address along the top or bottom of the page. 	anch, account number and suffix) and the account holder's name. bank, branch, account number and suffix) and the account holder's full name. he full bank account number (bank, branch, account number and suffix) and account number and suffix) and the account holder's name and the web of for all caregivers.
 date. A pre-printed deposit slip which includes the full bank account number (bank, br An ATM printout which shows the bank logo and the full bank account number (b Bank teller account confirmation dated and stamped by the bank. Which shows t the account holder's name. An internet printout which includes the full bank account number (bank, branch, address along the top or bottom of the page. If this is a shared custody application, you'll need to upload the bank information Please note that regardless of what bank account proof is provided: The bank account proof should not be more than 6 months old. The supplier's name must match the bank account name or provide supporting docu 	anch, account number and suffix) and the account holder's name. bank, branch, account number and suffix) and the account holder's full name. he full bank account number (bank, branch, account number and suffix) and account number and suffix) and the account holder's name and the web of for all caregivers.

2. Select the file that you want to upload. Once it has uploaded click 'Done'.



3. You can view each file you have uploaded in the document list.

	Change of Information request
For changes to s	tudent's address(es), you may also need to update Itinerary information.
> Student inform	nation
> Enrolling scho	ol details
> Caregiver info	rmation
> Payment infor	mation
> Itinerary infor	mation
-	ation upload must be one of the following (not all or several):
Bank account Inform Bank account proof A bank statemen date. A pre-printed de An ATM printout Bank teller accou the account hold An internet print address along th If this is a shared Please note that reg The bank account pr	ation upload must be one of the following (not all or several): t showing the account holder's name, bank account number and at least one deposit or one withdrawal transaction with its corresponding posit slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. which shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's full name. int confirmation dated and stamped by the bank. Which shows the full bank account number (bank, branch, account number and suffix) and
Bank account inform Bank account proof • A bank statemen date. • A pre-printed de • An ATM printout • Bank teller accou the account hold • An internet print address along th • If this is a shared Please note that reg The bank account pi The supplier's name	ation upload must be one of the following (not all or several): t showing the account holder's name, bank account number and at least one deposit or one withdrawal transaction with its corresponding posit slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. which shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's full name. int confirmation dated and stamped by the bank. Which shows the full bank account number (bank, branch, account number and suffix) and er's name. Sut which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name and the web to por bottom of the page. custody application, you'll need to upload the bank information for all caregivers. ardless of what bank account proof is provided: oof should not be more than 6 months old. must match the bank account name or provide supporting documents to establish the identity link (e.g. marriage certificate).
Bank account Inform Bank account proof • A bank statemen date. • A pre-printed de • An ATM printout Bank teller account hold • An internet print address along th • If this is a shared Please note that reg The bank account pi The supplier's name	ation upload must be one of the following (not all or several): t showing the account holder's name, bank account number and at least one deposit or one withdrawal transaction with its corresponding posit slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. which shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's name. Int confirmation dated and stamped by the bank. Which shows the full bank account number (bank, branch, account number and suffix) and er's name. out which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name and the web e top or bottom of the page. custody application, you'll need to upload the bank information for all caregivers. ardless of what bank account proof is provided: oof should not be more than 6 months old. must match the bank account name or provide supporting documents to establish the identity link (e.g. marriage certificate). Or drop files

4. To delete a file, click on the 'Delete' button next to the file name.

	School
For changes to student's address(es), you may a	also need to update Itinerary information.
> Student information	
> Enrolling school details	
> Caregiver information	
> Payment information	
> Itinerary information	
V Upload documents Bank account Information upload Bank account proof must be one of the following (not all of	
 Bank account Information upload Bank account proof must be one of the following (not all oi A bank statement showing the account holder's name, I date. A pre-printed deposit slip which includes the full bank a An ATM printout which shows the bank logo and the ful Bank teller account confirmation dated and stamped by the account holder's name. An internet printout which includes the full bank accoun address along the top or bottom of the page. If this is a shared custody application, you'll need to upi Please note that regardless of what bank account proof is p The bank account proof should not be more than 6 months 	bank account number and at least one deposit or one withdrawal transaction with its corresponding account number (bank, branch, account number and suffix) and the account holder's name. I bank account number (bank, branch, account number and suffix) and the account holder's full name. I bank account number (bank, branch, account number (bank, branch, account number and suffix) and the bank. Which shows the full bank account number (bank, branch, account number and suffix) and nt number (bank, branch, account number and suffix) and the account holder's name and the web load the bank information for all caregivers. provided:
 Bank account Information upload Bank account proof must be one of the following (not all oi A bank statement showing the account holder's name, I date. A pre-printed deposit slip which includes the full bank a: An ATM printout which shows the bank logo and the full Bank teller account confirmation dated and stamped by the account holder's name. An internet printout which includes the full bank accoun address along the top or bottom of the page. If this is a shared custody application, you'll need to upl Please note that regardless of what bank account proof is p The bank account proof should not be more than 6 months The supplier's name must match the bank account name or An and the supplier's name must match the bank account name or An and the supplier's name must match the bank account name or An and the supplier's name must match the bank account name or An and the supplier's name must match the bank account name or An and the supplier's name must match the bank account name or An and the supplier's name must match the bank account name or An and the supplier's name must match the bank account name or An and the supplier's name must match the bank account name or An and the supplier's name must match the bank account name or An and the supplier's name must match the bank account name or An and the supplier's name must match the supplier	bank account number and at least one deposit or one withdrawal transaction with its corresponding account number (bank, branch, account number and suffix) and the account holder's name. Il bank account number (bank, branch, account number and suffix) and the account holder's full name. the bank. Which shows the full bank account number (bank, branch, account number and suffix) and nt number (bank, branch, account number and suffix) and the account holder's name and the web load the bank information for all caregivers. provided: old.
 Bank account Information upload Bank account proof must be one of the following (not all of A bank statement showing the account holder's name, I date. A pre-printed deposit slip which includes the full bank a: An ATM printout which shows the bank logo and the ful Bank teller account confirmation dated and stamped by the account holder's name. An internet printout which includes the full bank accoun address along the top or bottom of the page. If this is a shared custody application, you'll need to upi Please note that regardless of what bank account proof is p The bank account proof should not be more than 6 months The supplier's name must match the bank account name or 	bank account number and at least one deposit or one withdrawal transaction with its corresponding account number (bank, branch, account number and suffix) and the account holder's name. Il bank account number (bank, branch, account number and suffix) and the account holder's full name. It has haccount number (bank, branch, account number and suffix) and the account number and suffix) and nt number (bank, branch, account number and suffix) and the account holder's name and the web load the bank information for all caregivers. orovided: old. provide supporting documents to establish the identity link (e.g. marriage certificate).

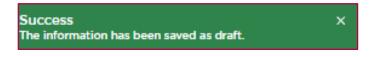
5. Click 'Done' to save your changes.

Save for later

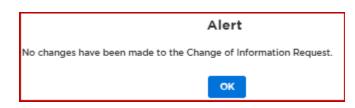
1. You can click the 'Save for Later' button at any stage while completing this form, prior to selecting the 'Review' button.

Change of Information request		
For changes to student's address(es), you may also need to update Itinerary information.		
> Student information		
> Enrolling school details		
> Caregiver information		
> Payment information		
> Itinerary information		
> Upload documents		
Save for later	Previous	Review

2. The following message will display.



3. If you have made no changes in the form, you will receive the following alert message. Select 'OK'.



4. To access your draft Change of Information request, go to 'My School's Applications' and click on 'Conveyance Allowance'.



5. The 'Draft Change of Information Applications' section will appear. Click on the blue 'Resume' link of the request you would like to complete.

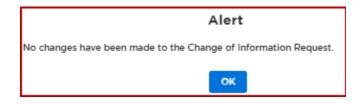
o					•		o
Application submitted		School completes declaration	5		Transport cessing		Completed
Draft Conveyan	ce Allowance Ap	plications (3)				Q Search this list	T
Transport A V	Student Firs V	Student Last ∨	S1 Enrolling 🗸	Created by 🗸	Created D + ~	Status V	
1							Resume
2							Resume
3							Resume
Draft Change of 3 items • Sorted by Studer	f Information App	plications (3)				Q. Search this list	Ţ
Transport A V	Student Fi + V	Student Last ∨	S1 Enrolling 🗸	Created by $$	Created Date V	Status V	
1 C							Resume
2					,,,		Resume
3							Resume
	veyance Allowar	ce Applications	(151)			Q. Search this list	Ţ
In Progress Con	created						

Reviewing your Change of Information request

1. Once you have finished making changes, click on the 'Review' button.

For changes to student's add	ress(es), you may also need to update Itine	erary information.	
∨ Student information			
Student details			🖌 Edit
First name(s)	Middle name	Last name	
Date of birth	Gender		
	Male		
	National student number (NSN)		
School year of student Year 3			
Year 3 Address details	rangement? i.e., they have more than one residentia	l address?	
Year 3 Address details Is this student in a shared custody a No		l address?	
Year 3 Address details Is this student in a shared custody an No Primary Residential Address		l address?	
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Note: If you have made no changes in the Change of Information request and you select the 'Review' button, you will receive the following alert message and you will not be able to proceed to the 'Review' page. Select 'OK' to exit the message.



2. A review page will appear, displaying all the information for the student.

	Change of Information	
Review Changes		
Please review the information change	to the student before clicking 'Submit'.	
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Type of assistance requested Conveyance allowance		
Student Information.		
Student details		
Pest name(s)	Module name	White
Date of both	Gender	
	6	
School year of cluderd Year 3	National student number (NBN)	
Address details		
	nt? i.e., they has more than one residential address?	
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Primary residential address		
Enrolling School details		
Receiling school		
Caregiver information		
Primary caregiver details		
Fiel name	Middle name	Last name
Relationship to student		
Nobile phone	Hame phone	Work phone
Primary residential address		
Email address		
Payment information		
More than one child receiving a conveyance a		
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		pair conveyance allowance payments, even if you previously an one bank account for receiving your conveyance allowance
payments.		
Do you have another clebs who is currently re	centing school transport assistance?	
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- 3. If you need to make any further changes, click on the 'Previous' button. Make your changes and then select 'Review' to review the changes.
- 4. Select 'Next' when you are happy with the changes you have made.

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account builter's same. An informal privated which includes the full kank account number (kank, branch, account number and suffs) and the account holder's name and the web ads along the hop or kollam of the page. If this is a shared sublidy application, you'll need to uplead the kank information for all caregivers. Please nucle that regarities of what kank account proof is provided. The bash account proof shuld and the move that the function the.	Vea can only direct your convergance Note, your shifters do not have to for the local account you server to be the schedule a different lank account for payments. So you have another clotd who is correct No Who will be receiving the payment? Enseary information Upload documents Rack account information upload Rack account information be one of the 1 A isource that does not be one of the 1 A isource that does not be one of the 1	attenance payments to your school if at or your scholares w a distributing the same school if you are directing your same applications will be converted without lassist scannes for all of other scholares to. This is forward you same there more the By recentring school loansport assistance?	panne afficeance payments to another pressa. part convergence afficeance payments, even if you previously an one hard-account for recording your convergence affioment specifier one withdrawal homoscitors with its corresponding a medier and sufficient and the account builder's name.
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Please note that regardless of what lasts assumed proof is provided. The lasts assumed proof should not be more than it months and.	Vea can only direct your convergance Note, your shiftened see all here to be accounted a different lank account for payments. So you have another shift who is correct No Who will be receiving the payment? Hinerary information Upload documents Rek account information splical Rek account information splical A bank statement shoring the account for the second A particular proof much be seen of the f A bank statement shoring the account of the second shores. Be account information splical A bank statement shoring the account A particular discusses the bank second shores. Be account information splical Be account information splical A bank shores the bank shores. Be account information splical second splical splication splical An ATM point which shores. Be account information confirmation splicace	attenance payments to your school if at of your scholares w attenting the same school if you are densiting your same spatiality will be commonly detailed tasks account for all of other scholares to. This is because you cannot have more th By recenting school leansport assistance? blowing (not all or several): at body-'s name, bank account number and at boast one do about the full lask account number (lasks, loses), account of hour and stamped by like lasks, boasts, lases, do	pance allowance payments to another present. part convergance allowance payments, even if you previously an one hard, assumed for recording your scenergence allowance special or one withdrawal toursaction with its corresponding of under and suffix) and the assumed hubber's norm. count neurone an itality and the assumed hubber's norm.
The kank account proof clouds not be more than it manifis old.	Ves can only direct your convergence Note, your shifteness do not have to lo the sent account you overlap the list, extended a different bank account for payments. So you have another shift who is correct No Who will be receiving the payment? Hinerary information Upload documents Rek account information optical Rek account information optical A bank statement shoring the account file A bank statement shoring the account of the file A bank statement shoring the account of the file A bank statement shoring the account of account defined depart to the state Bank statement shoring the account defined depart to the statement of the payment of the pay	attenance payments to your school of all of your scholaren w a disculpting the same school of you are directing your same spatiality will be converted without the school for all of other scholaren to. This is because you cannot have mere th Ety receiving school learnsport assistance? Interview (not all or soveral): and bodars's name, bank account number and al brast one do abet the full lank account number (lank, sourch, account) or all and stamped by the lanks. Which shows the full lank as or all same school by the lanks. Which shows the full lank as	panese allowance payments to another present. part convergance allocance payments, the another presidently an one hand, account for recording your convergance allowance specifier one withshaned bosocartion with its converganceling of particles one withshaned bosocartion with its convergance provider one with the account in the second bodies. In our count number on utility and the account inverteer and suffice) and re and suffice) and the account hother's name and the write ado
The copperty some must match the kank account name or provide supporting documents to extabilish the identify link (e.g. marriage certificate).		advances payments to your school if all of your schiltere us attending the same school if you are denoting your corre- age of the same school is an experiment of the schilteres of other children i.e. This is forcance you cannot have more th By recenting school isomsport assistance?	panese allowance payments to another present. part convergance allocance payments, the another presidently an one hand, account for recording your convergance allowance specifier one withshaned bosocartion with its converganceling of particles one withshaned bosocartion with its convergance provider one with the account in the second bodies. In our count number on utility and the account inverteer and suffice) and re and suffice) and the account hother's name and the write ado
	New can any direct your correspondence your adultion da not have to for the loss account you orbit for the loss account for loss account for the loss account for the loss account for loss a	advances payments to your school if all of your schiltere us attending the same school if you are denoting your corre- age attending the same school if you are denoting your corre- ent schilteren in. This is forcance you cannot have more the By recentring school iconsport assistance? If we children in the school iconsport assistance? If body is a school iconsport assistance? If body is a school iconsport assistance? If body is a school iconsport member and a brast one do also the body is name, tank account member and at brast one do also the body is a school iconsport member (based), account of the log and the full basis account member (based), account is in pace? If the black account member (based), account is member is you? If mend to uplead the basis information for all corregive school pred by predicted.	panese allowance payments to another persons. pare convergance allowance payments, reen if you previously an one hard, assumed for recorrery processenergence allowance special or one withshawad lownanther with its corresponding of surface and sufficial differences build for corresponding surface and sufficial differences build for corresponding sound number and sufficial differences and builds, have count number and sufficial differences and builds; have count number and sufficial differences and builds; and or and sufficial differences and builder's name, and the work ado ers.
	Max can only allered your convergence Nate, your shiftlere do not have to be The best accounty you orber to the two, subscript a different land, account for payments. De you have another child who is correct Not Who will be receiving the payment? Who will be receiving the payment? Who will be receiving the payment? Who will be receiving the payment? Reck account information Reck account information optical Reck account information optical A same blackwered developed the account A same blackwered developed the account A same blackwered developed the account A same black were developed whose the bin Beb to be account whose the bin Beb to be a shared avoid whose the bin Beb to a shared substate whose the bin Paymer make that regardless of what lands Beb to a shared substate whose the bin Paymer make that regardless of what lands Beb to a shared substate and what lands Beb to a shared substate and and and be and Beb to a shared substate and and and and be and Beb to a shared substate and and and and be and Beb to a shared substate and and and and be and Beb to a shared substate and and and and be and Beb to a shared substate and and and and and be and Beb to a share	advances payments to your school if all of your schiltere us attending the same school if you are denoting your corre- age attending the same school if you are denoting your corre- ent schilteren in. This is forcance you cannot have more the By recentring school iconsport assistance? If we children in the school iconsport assistance? If body is a school iconsport assistance? If body is a school iconsport assistance? If body is a school iconsport member and a brast one do also the body is name, tank account member and at brast one do also the body is a school iconsport member (based), account of the log and the full basis account member (based), account is in pace? If the black account member (based), account is member is you? If mend to uplead the basis information for all corregive school pred by predicted.	panese allowance payments to another persons. pare convergance allowance payments, reen if you previously an one hard, assumed for recorrery processenergence allowance special or one withshawad lownanther with its corresponding of surface and sufficial differences build for corresponding surface and sufficial differences build for corresponding sound number and sufficial differences and builds, have count number and sufficial differences and builds; have count number and sufficial differences and builds; and or and sufficial differences and builder's name, and the work ado ers.
	New can any direct your correspondence your adultion da not have to for the loss account you orbit for the loss account for loss account for the loss account for the loss account for loss a	advances payments to your school if all of your schiltere us attending the same school if you are denoting your corre- age attending the same school if you are denoting your corre- ent schilteren in. This is forcance you cannot have more the By recentring school iconsport assistance? If we children in the school iconsport assistance? If body is a school iconsport assistance? If body is a school iconsport assistance? If body is a school iconsport member and a brast one do also the body is name, tank account member and at brast one do also the body is a school iconsport member (based), account of the log and the full basis account member (based), account is in pace? If the black account member (based), account is member is you? If mend to uplead the basis information for all corregive school pred by predicted.	panese allowance payments to another persons. pare convergance allowance payments, even if you previously an one hank assumed for recorrecy prod scenerymous allowance special or one withshawad lownauther with its corresponding of surface and suffix and the assumed builder's name, count number (basis) and the assumed builder's name, count number (basis) and the assumed builder's name, and builder and suffix and the assumed builder's name, and builder and the assumed builder's name, and builder and builder and builder and builder's name, and builder and builder

Caregiver declaration

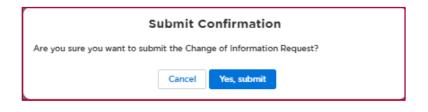
1. You'll need to complete the 'Caregiver Declaration' on behalf of the Caregiver.

с	hange of Information request
Caregiver Declaration	
I declare the information entered on this form is to	rue and correct
I will notify the school and Ministry's School Trans	port team of any changes to the information I have provided
Date assistance is requested from?	
Caregiver name]
	Previous

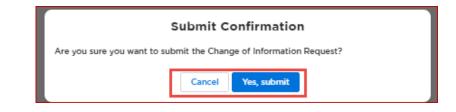
2. Once the declaration is complete, click the 'Submit' button.

Change of Information reques	t
Caregiver Declaration	
I declare the information entered on this form is true and correct	
🖉 I will notify the school and Ministry's School Transport team of any changes to the information I have provided	
Date assistance is requested from?	
	Previous Submit

3. The following message will display.



4. Click on the 'Yes, submit' button to submit the Change of Information Request, or click 'Cancel' to return to the previous page.



5. Once you click on 'Yes, submit', your Change of Information Request will be sent to the Ministry for processing. Click 'Done' to exit.

Change of Information Request
Thank you for submitting a Change of Information Request for
We aim to process changes to student information within 20 working days.
For any questions about the Change of Information Request,
please contact school transport: 0800 287 272
or school.transport@education.govt.nz
Done

How to complete a Conveyance Allowance Change of Information request (shared custody)

1. Navigate to the 'Active Conveyance Allowance Services' list.

Acti	ve Conveyance Allowance	Q Search this list		•			
	Service Name \lor	Student First Name $\uparrow \qquad \lor$	Student Last Name \vee	Date of Birth	\sim	Type of Assistance	~
1						Conveyance allowance	
2						Conveyance allowance	
3						Conveyance allowance	
4			-			Conveyance allowance	

2. You can sort the list by clicking on a column heading or by entering the student's first name or last name or both into 'Search this list' field.

\cti	ve Conveyance Allowance	L	Q. Search this list			
	Service Name \lor	Student First Name \uparrow \checkmark	Student Last Name V	Date of Birth	~	Type of Assistance
1			1.1			Conveyance allowance
2						Conveyance allowance
3		1.00	in an	1.00		Conveyance allowance
4						Conveyance allowance

For example, when you enter 'CA' into the 'Search this list' field, The list will display all students who have 'CA' in their first name and last name. Click on the blue hyperlink against the student's name in the 'Service Name' column.

Active Conveyance Allowance Services (1)							A CA		T
Service Name	\sim	Student First Name \uparrow \checkmark		Student Last Name $~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~$		Date of Birth	~	Type of Assistance	\sim
1		CA						Conveyance allowance	

3. You can also search for students by using the Filter button.

Active Conveyance	Q Search this list				
Service Name	\checkmark Student First \uparrow \checkmark	Student Last Na $$	Date of Birth \checkmark	Type of Assistance $ \smallsetminus $	Field
1				Conveyance allowan	Select an Option
2				Conveyance allowan	Operator Select an Option
3				Conveyance allowan	
4				Conveyance allowan	
5				Conveyance allowan	Apply Filter Clear Filter
6				Conveyance allowan	
7				Conveyance allowan	
8				Conveyance allowan	
9				Conveyance allowan	•
10	-			Conveyance allowan	

For example, to find a student whose last name is 'Whitby':

- select 'Student Last Name' in the 'Field' dropdown
- select the option 'Contains' in the 'Operator' field
- enter 'Whit' in the 'Value' field

	Service Name	\sim	Student First $\uparrow \lor$	Student Last Na $$	Date of Birth \vee	Type of Assistance $ \smallsetminus $	Field
				• ·		Conveyance allowan	Student Last Name
2						Conveyance allowan	Operator Contains
5						Conveyance allowan	Value
1						Conveyance allowan	whit
5	1					Conveyance allowan	Apply Filter Clear Filters
5	þ					Conveyance allowan	
,			1			Conveyance allowan	
3						Conveyance allowan	
)						Conveyance allowan	
0				-		Conveyance allowan	

4. Click the 'Apply Filter' button and the list will display with any students who has 'Whit' in their Last Name.

	Service Name \lor	Student First \uparrow \vee	Student Last Na 🗸	Date of Birth \vee	Type of Assistance $ \smallsetminus $	Field
1			White		Conveyance allowan	Student Last Name 🔻
2			White		Conveyance allowan	Operator Contains
						Value

5. Select the student from the 'Active Conveyance Allowance Services' list, by clicking the blue hyperlink against the student's name in the Service Name column.

Active Conveyance Allowance Services (30)									rch this list
	Service Name	~	Student First Name ↑	\sim	Student Last Name	~	Date of Birth	~	Type of Assistance $$
1	SD-00016759								Conveyance allowance
2	SD-00016902								Conveyance allowance
3	SD-00016911								Conveyance allowance
4	SD-00016642								Conveyance allowance

6. The Change of Information request introduction page will display.

	Change of Information request
	School
When should this fo	rm be completed?
-	eted as early as possible for changes in the student's information. This includes, for example, ss, changes to caregiver information, changes to bank account information etc.
When should this fo	rm <mark>not</mark> be completed?
Change to enrolling sch	ool - this requires a new application to be completed
Reminder	
Before completing this f	orm, you'll need to know:
 the student's itiner update this as requ 	ary. The itinerary information listed for the student is their existing itinerary, you'll need to ired.
We aim to process chan	ges to student's information within 20 working days.
	Change of Information request, please contact School Transport: ransport@education.govt.nz
	Star

7. Click on the 'Start' button to begin completing the report.

Student information

1. Click on the down arrow next to 'Student information'. Select the 'Edit' button to make changes to the student's information.

	Change of Informa	ation request	
	Sch	nool	
For changes to student's addres	ss(es), you may also need to update Itin	erary information.	
✓ Student information			
Student details			🖍 Edit
First name(s)	Middle name	Last name	
Date of birth	Gender		
School year of student Year 3	National student number (NSN)		
Address details			
Is this student in a shared custody arra Yes	ngement? i.e., they have more than one resident	ial address?	
Primary Residential Address			
Secondary Residential Address			
Third Residential Address			

Note:

- If your student is no longer in a shared custody arrangement, you need to change the answer to the question in the Student Information' section 'Is this student in a shared custody arrangement?' to 'No'. Please move to '<u>How to complete a</u> <u>Conveyance Allowance Change of Information request (non-shared custody)</u>'.
- If the student's Date of Birth is recorded incorrectly, you'll need to email <u>school.transport@education.govt.nz</u> with the correct date of birth.

2. You will be required to enter a Secondary Residential Address for the student and, if required, a Third Residential Address.

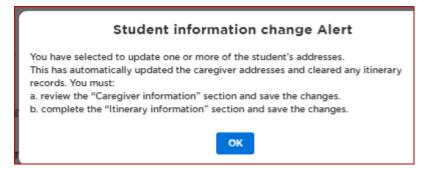
Note:

- i. Student addresses are 'tied' to Caregiver addresses e.g. if you update a student's residential address, this will automatically change the associated Caregiver's residential address in the Change of Request form.
- ii. If you delete the 'Secondary Residential Address' and/or the 'Third Residential address' an error message will appear below the field.

	Change of Information	
	School	
For changes to student's addre	ess(es), you may also need to update Itinerary	/ information.
✓ Student information		
Student details		
First name(s)	Middle name	Last name
Date of birth	Gender	
11/05/2016		•
School year of student	National student number (NSN)	
Note: If your residential address does	• not appear in the Residential Address field dropdown f	or you to select, please type your address into the Residential
Address details Note: If your residential address does Address field.		
Address details Note: If your residential address does Address field.	not appear in the Residential Address field dropdown f	
Address details Note: If your residential address does Address field. Is this student in a shared custody arr Yes	not appear in the Residential Address field dropdown f angement? i.e., they have more than one residential add	
Address details Note: If your residential address does Address field. Is this student in a shared custody arr Yes Please note: To complete this request payment details. Primary Residential Address Secondary Residential Address	not appear in the Residential Address field dropdown f angement? i.e., they have more than one residential add you will be required to submit the details for all the car	lress?
Address details Note: If your residential address does Address field. Is this student in a shared custody arr Yes Please note: To complete this request payment details. Primary Residential Address Secondary Residential Address Q Secondary Residential Address required	not appear in the Residential Address field dropdown f angement? i.e., they have more than one residential add v you will be required to submit the details for all the car	lress?

3. Click the 'Done' button to save your changes.

4. If you have edited the student's primary address or shared custody arrangement and saved the changes, you will see the following alert message:



5. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Enrolling school details

1. Your student's 'Enrolling school' cannot be updated through a Change of Information request. A change to Enrolling school requires a new application to be completed.

	Change	e of Informati	on request	
For changes to student's	address(es), you may also	need to update Itinera	y information.	
> Student information				
✓ Enrolling school detail Enrolling school	s			
> Caregiver information				
> Payment information				
> Itinerary information				
> Upload documents				
Save for later				Previous Review

Caregiver information

1. Click on the down arrow next to 'Caregiver information' Select the 'Edit' button to make changes.

For the second se		and the formation	
	s(es), you may also need to update Itine	rary information.	
> Student information			
> Enrolling school details			
✓ Caregiver information			
Primary caregiver details			🖌 Edit
First name	Middle name	Last name	
Relationship to student			
family			
Mobile phone	Home phone	Work phone	
Primary residential address			
Email address			
Secondary caregiver details	Middle name	Last name	
	Piddle name	Last name	
Relationship to student			
Mobile phone	Home phone	Work phone	
Secondary residential address			
Email address			
Third caregiver details			
First name	Middle name	Last name	
Relationship to student			
Mobile phone	Home phone	Work phone	
Third residential address			
Email address			
> Payment information			
> Itinerary information			

- 2. Where a student has two caregivers, enter:
 - the student's Primary Residential Address in the caregiver's 'Primary Residential Address' field, and
 - the student's 'Secondary Residential Address' into the caregiver's 'Secondary Residential Address' field.
- 3. If a student has three caregivers, enter the student's Third Residential Address into the caregiver's 'Third Residential Address' field.

└ Caregiver information		
Primary caregiver details	1	
First name	Middle name	Last name
Relationship to student		
Mobile phone	Home phone	Work phone
Primary residential address	1	
Email address	1	
	-	
Secondary caregiver details		× Remove
First name	Middle name	Last name
Relationship to student		
Mobile phone	Home phone	Work phone
Secondary residential address		
Email address	1	
	-	
Third caregiver details		X Remove
First name	Middle name	Last name
Relationship to student		
Mobile phone	Home phone	Work phone
Third residential address		
Email address		
		🗙 Cancel 🗸 Done

- 4. If you delete the second residential address but keep the third residential address in the caregiver details and click the 'Done' button, then:
 - The third residential address will be removed automatically from both the 'Caregiver Information' and the 'Student information' section.
 - You will receive the following alert message:

'You have updated the caregiver's address. This has automatically updated the student's address. You must:

- a. review the 'Student information' section and save the changes.
- b. complete the "Itinerary information" section and save the changes.'

Caregiver details change Alert
You have selected to update one or more of the caregivers' addresses. This has automatically updated the student's addresses and cleared any itinerary records. You must:
a. review the "Student information" section and save the changes.
b. complete the "Itinerary information" section and save the changes.
ОК

5. Click the 'Done' button to save your changes.

Payment information

1. Click on the down arrow next to 'Payment information'. Select the 'Edit' button to make changes.

Change of Information request
For changes to student's address(es), you may also need to update Itinerary information.
> Student information
> Enrolling school details
> Caregiver information
✓ Payment information
 More than one child receiving a conveyance allowance: You can only direct your conveyance allowance payments to your school if all of your children who are receiving a conveyance allowance attend the same school. Note: your children do not have to be attending the same school if you are directing your conveyance allowance payments to another person.
 The bank account you select for this application will become the default bank account for all of your conveyance allowance payments, even if you previously selected a different bank account for other children i.e. This is because you cannot have more than one bank account for receiving your conveyance allowance payments.
Do you have another child who is currently receiving school transport assistance?
Who will be receiving the payment?
> Itinerary information
> Upload documents
Save for later Previous Review

2. If you answer, 'Yes' to the question 'Do you have another child who is currently receiving school transport assistance', enter the student's name and the school at which they are enrolled. You can add up to a maximum of four students.

✓ Payment information		
More than one child receiving a co		
	yance allowance payments to your school if all of your children who are receiving not have to be attending the same school if you are directing your conveyance a	
	r this application will become the default bank account for all of your conveyanc int for other children i.e. This is because you cannot have more than one bank ac	
Do you have another child who is	currently receiving school transport assistance?	
Yes		
○ No		
Student name	School name	
		â Remove
Student name	School name	
		. Renove
Student name	School name	💼 Remove
		_
Student name	School name	💼 Remove
Add More Students		
Who will be receiving the paymen	1?	
Caregiver(s) School		
Other recipient		
		🗙 Cancel 🗸 Done

3. You can remove a student by selecting the 'Remove' button next to their name.

Yes No		
Student name	School name	💼 Remove
Student name	School name	💼 Remove
Student name	School name	â Remove
Student name	School name	â Remove

4. If you select 'Other recipient' to be paid, you will need to provide the recipient's name.

✓ Payment information	
More than one child receiving a conveyance allowance:	
	nts to your school if all of your children who are receiving a conveyance allowance attend the same I the same school if you are directing your conveyance allowance payments to another person.
	come the default bank account for all of your conveyance allowance payments, even if you previously This is because you cannot have more than one bank account for receiving your conveyance allowance
Do you have another child who is currently receiving school	ol transport assistance?
Yes	
No	
Who will be receiving the payment?	
Caregiver(s)	
Other recipient	
Recipient's Name	
	X Cancel 🗸 Done

5. Click the 'Done' button to save your changes.

Itinerary information

1. Click on the down arrow next to 'ltinerary information'. If a student is in a shared custody arrangement, the student's existing itinerary will be displayed in the 'ltinerary information' section.

✓ Itinerary informa	tion				
Enter the name of the C afternoon. Week 1 At least one itinerary is re		ng the student in the morn	ing and the name of the Car	regiver who will b	e transporting the student in the
∽ Monday					
To School	Assistance Type No Assistance 🔻				
To Home	Assistance Type Conveyance all 💌	Caregiver Name	Leaving From	Going To	Departure Time 12:00 am Apply to the rest of the week
> Tuesday					
> Wednesday					
> Thursday					
> Friday					
Select if week 2 is a	different to week 1				
					Cancel Done

2. If you have made changes to either a student's residential address and associated Caregiver residential address, or to a Caregiver's name, then the student's itinerary will be cleared, and you will need to enter a new Itinerary for the student.

You will receive the following alert message:

'You have selected to update one or more of the student's addresses. This has automatically updated the caregiver addresses and cleared any itinerary records. You must:

a. review the "Caregiver information" section and save the changes.

b. complete the "Itinerary information" section and save the changes.'

Caregiver details change Alert
You have selected to update one or more of the caregivers' addresses. This has automatically updated the student's addresses and cleared any itinerary records. You must: a. review the "Student information" section and save the changes. b. complete the "itinerary information" section and save the changes.
OK

- 3. Select the 'Edit' button to make changes to the student's itinerary.
- 4. Click the dropdown arrow beside the name of each weekday to expand the itinerary for that day.

\sim Itinerary inform	ation				
Enter the name of the o afternoon. Week 1 At least one itinerary is r		ng the student in the morn	ing and the name of the Ca	regiver who will b	e transporting the student in the
∼ <mark>1onday</mark>					
To School	Assistance Type No Assistance 👻				
To Home	Assistance Type Conveyance all 🔻	Caregiver Name	Leaving From	Going To	Peparture Time 12:00 am
> Tuesday					
> Wednesday					
> Thursday > Friday					
Select if week 2 is	different to week 1				
					Cancel Done

5. You can make changes to the 'To School' and 'To Home' fields by selecting the relevant option in each field.

✓ Itinerary informati	on				
Enter the name of the Car afternoon.	regiver who will be transporti	ng the student in the morn	ing and the name of the Car	regiver who will be t	ransporting the student in the
Week 1 At least one itinerary is requ	uired to proceed				
∽ Monday					
To School	Assistance Type No Assistance v				
To Home	Assistance Type Conveyance all v	Caregiver Name	Leaving From	Going To	Peparture Time 12:00 am Apply to the rest of the week
> Tuesday					
> Wednesday					
> Thursday					
> Friday					
Select if week 2 is dif	fferent to week 1				
					Cancel Done

6. Select either 'No Assistance Required' or 'Conveyance Allowance' as the 'Assistance Type'.

✓ Itinerary information	-
 Itinerary information 	5h
Enter the name of the Car afternoon. Week 1 At least one itinerary is requ	regiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the uired to proceed
∽ Monday	
To School To Home	Assistance Type No Assistance No Assistance Required Conveyance allowance
> Tuesday	
> Wednesday	
> Thursday	
> Friday	
Select if week 2 is dif	ferent to week 1
	Cancel Done

- 7. If you select 'No Assistance Required' the remaining fields will not display.
- 8. If you select 'Conveyance Allowance' as the 'Assistance Type', select the correct information from each dropdown, in both the 'To School' and 'To Home' sections for:
 - 'Caregiver Name'
 - 'Leaving From'
 - 'Going To'
 - 'Arrival Time'
 - "Departure Time"

9. If you want to apply the same itinerary to the rest of the week, select the 'Apply to the rest of the week' button.

imes Itinerary informa	ation				
Enter the name of the C afternoon. Week 1 At least one itinerary is re	Caregiver who will be transportin equired to proceed	ng the student in the morni	ing and the name of the Ca	regiver who will be	transporting the student in the
∽ Monday					
To School	Assistance Type No Assistance 🔻				
To Home	Assistance Type Conveyance all v	Caregiver Name	Leaving From	Going To	Apply to the rest of the week
> Tuesday					
> Wednesday					
> Thursday					
> Friday					
Select if week 2 is	different to week 1				
					Cancel Done

10. Tick the checkbox 'Select if Week 2 is different to week 1' if the Week 2 itinerary is different to Week 1.

 Itinerary information 	
inter the name of the Caregiver who will I fternoon.	be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the
Veek 1 It least one itinerary is required to proceed	
> Monday	
> Tuesday	
> Wednesday	
> Thursday	
> Friday	
Select if week 2 is different to week 1	
> Monday	
> Tuesday	
> Wednesday	
> Thursday	

- 11. Complete the 'Week 2' itinerary information.
- 12. Select 'Done' to save your changes.

Upload documents

1. Click on the down arrow next to 'Upload documents'. Select the 'Upload Files' button to upload documents.

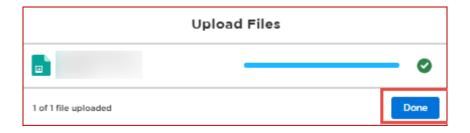
Change of Information request
For changes to student's address(es), you may also need to update Itinerary information.
> Student information
> Enrolling school details
> Caregiver information
> Payment information
> Itinerary information
✓ Upload documents
Bank account Information upload Bank account proof must be one of the following (not all or several):
 A bank statement showing the account holder's name, bank account number and at least one deposit or one withdrawal transaction with its corresponding date. A pre-printed deposit slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. An ATM printout which shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's name. Bank teller account confirmation dated and stamped by the bank. Which shows the full bank account number (bank, branch, account number (bank, branch, account number and suffix) and the account number and suffix) and the account holder's name. An internet printout which includes the full bank account number (bank, branch, account number (bank, branch, account holder's name. An internet printout which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. An internet printout which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. An internet printout which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. If this is a shared custody application, you'll need to upload the bank information for all caregivers.
Please note that regardless of what bank account proof is provided: The bank account proof should not be more than 6 months old. The supplier's name must match the bank account name or provide supporting documents to establish the identity link (e.g. marriage certificate).
Upload Files Pr drop files
× Cancel ✓ Done
Save for later Previous Review

Note:

If this is a shared custody application, you'll need to upload the bank information for all caregivers.

Change of Inform	- ichool
For changes to student's address(es), you may also need to update l	tinerary information.
> Student information	
> Enrolling school details	
> Caregiver information	
> Payment information	
> Itinerary information	
∨ Upload documents	
Bank account information upload	anch, account number and suffix) and the account holder's name. sank, branch, account number and suffix) and the account holder's full name. he full bank account number (bank, branch, account number and suffix) and account number and suffix) and the account holder's name and the web
 date. A pre-printed deposit slip which includes the full bank account number (bank, be An ATM printout which shows the bank logo and the full bank account number (l Bank teller account confirmation dated and stamped by the bank. Which shows the account holder's name. An internet printout which includes the full bank account number (bank, branch, address along the top or bottom of the page. 	anch, account number and suffix) and the account holder's name. bank, branch, account number and suffix) and the account holder's full name. he full bank account number (bank, branch, account number and suffix) and account number and suffix) and the account holder's name and the web i for all caregivers.
 Bank account Information upload Bank account proof must be one of the following (not all or several): A bank statement showing the account holder's name, bank account number and date. A pre-printed deposit slip which includes the full bank account number (bank, bit An ATM printout which shows the bank logo and the full bank account number (bank, bit Bank teller account confirmation dated and stamped by the bank. Which shows the bank teller account confirmation dated and stamped by the bank. Which shows the account holder's name. An internet printout which includes the full bank account number (bank, branch, address along the top or bottom of the page. If this is a shared custody application, you'll need to upload the bank information Please note that regardless of what bank account proof is provided: The bank account proof should not be more than 6 months old. 	anch, account number and suffix) and the account holder's name. bank, branch, account number and suffix) and the account holder's full name. he full bank account number (bank, branch, account number and suffix) and account number and suffix) and the account holder's name and the web i for all caregivers.
 Bank account Information upload Bank account proof must be one of the following (not all or several): A bank statement showing the account holder's name, bank account number and date. A pre-printed deposit slip which includes the full bank account number (bank, bi a An ATM printout which shows the bank logo and the full bank account number (bank at the account holder's name. An internet printout which includes the full bank account number (bank, branch, address along the top or bottom of the page. If this is a shared custody application, you'll need to upload the bank information Please note that regardless of what bank account proof is provided: The bank account proof should not be more than 6 months old. The supplier's name must match the bank account name or provide supporting doct 	anch, account number and suffix) and the account holder's name. bank, branch, account number and suffix) and the account holder's full name. he full bank account number (bank, branch, account number and suffix) and account number and suffix) and the account holder's name and the web i for all caregivers.

2. Select the file that you want to upload and when it has uploaded click 'Done'.



3. You can view each file you have uploaded in the document list.

	Change of Information request School
For changes to	student's address(es), you may also need to update Itinerary information.
> Student infor	mation
> Enrolling sch	pol details
> Caregiver inf	ormation
> Payment info	rmation
> Itinerary info	rmation
∨ Upload docu	nents
Bank account Infor	
Bank account proof A bank stateme date. A pre-printed di An ATM printou Bank teller account hol An internet prin address along ti If this is a share Please note that reg The bank account p	must be one of the following (not all or several): Int showing the account holder's name, bank account number and at least one deposit or one withdrawal transaction with its corresponding eposit slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. t which shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's full name unt confirmation dated and stamped by the bank. Which shows the full bank account number (bank, branch, account number and suffix) and
Bank account proof A bank stateme date. A pre-printed d An ATM printou Bank teller acco the account hole An internet prin address along ti If this is a share Please note that reg The bank account p	i must be one of the following (not all or several): In the showing the account holder's name, bank account number and at least one deposit or one withdrawal transaction with its corresponding aposit slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. It which shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's name. It which shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's name. It which includes the full bank account number (bank, branch, account number (bank, branch, account number and suffix) and der's name. Tout which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name and the web to to por bottom of the page. d custody application, you'll need to upload the bank information for all caregivers. gardless of what bank account proof is provided: proof should not be more than 6 months old. e must match the bank account name or provide supporting documents to establish the identity link (e.g. marriage certificate).
Bank account proof A bank stateme date. A pre-printed d An ATM printou Bank teller acco the account hol An internet prin address along ti If this is a share Please note that reg The bank account p	i must be one of the following (not all or several): In the showing the account holder's name, bank account number and at least one deposit or one withdrawal transaction with its corresponding aposit slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. t which shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's name. t which shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account number and suffix) and der's name. tout which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name and suffix) and the top or bottom of the page. d custody application, you'll need to upload the bank information for all caregivers. gardless of what bank account proof is provided: roof should not be more than 6 months old. e must match the bank account name or provide supporting documents to establish the identity link (e.g. marriage certificate). Or drop files
Bank account proof A bank stateme date. A pre-printed di An ATM printou Bank teller acco the account hole An internet prin address along ti If this is a sharer Please note that reg The bank account p The bank account p The supplier's name	in must be one of the following (not all or several): In the showing the account holder's name, bank account number and at least one deposit or one withdrawal transaction with its corresponding aposit slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. It which shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's name. It which shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's full nam unt confirmation dated and stamped by the bank. Which shows the full bank account number (bank, branch, account number and suffix) and der's name. Tout which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name and the web to por bottom of the page. d custody application, you'll need to upload the bank information for all caregivers. gardless of what bank account proof is provided: wroof should not be more than 6 months old. e must match the bank account name or provide supporting documents to establish the identity link (e.g. marriage certificate). Or drop files pdf

4. Click the 'Delete' button if you need to delete any uploaded document.

	Change of Information request
For changes to stude	ent's address(es), you may also need to update Itinerary information.
> Student informati	on la constante de la constante
> Enrolling school d	etails
> Caregiver informa	tion
> Payment informat	ion
> Itinerary informat	on
Bank account information	
Bank account information Bank account proof must A bank statement sho date. A na TM printout whic Bank teller account co the account holder's r An internet printout v address along the top If this is a shared cust Please note that regardle The bank account proof s The supplier's name must	a upload be one of the following (not all or several): wing the account holder's name, bank account number and at least one deposit or one withdrawal transaction with its corresponding slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. h shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's full name. nfirmation dated and stamped by the bank. Which shows the full bank account number (bank, branch, account number and suffix) and
Bank account information Bank account proof must A bank statement sho date. A na ATM printout whic Bank teller account count baccount holder's r An internet printout v address along the top If this is a shared cust Please note that regardle The bank account proof s The supplier's name must	be one of the following (not all or several): wing the account holder's name, bank account number and at least one deposit or one withdrawal transaction with its corresponding slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. h shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's full name. Infirmation dated and stamped by the bank. Which shows the full bank account number (bank, branch, account number and suffix) and hame. which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name and the web or bottom of the page. ody application, you'll need to upload the bank information for all caregivers. ss of what bank account proof is provided: hould not be more than 6 months old. match the bank account name or provide supporting documents to establish the identity link (e.g. marriage certificate).
 A bank statement sho date. A pre-printed deposit An ATM printout whic Bank teller account of the account holder's i An internet printout w address along the top If this is a shared cust Please note that regardle The bank account proof s 	In upload be one of the following (not all or several): wing the account holder's name, bank account number and at least one deposit or one withdrawal transaction with its corresponding slip which includes the full bank account number (bank, branch, account number and suffix) and the account holder's name. In shows the bank logo and the full bank account number (bank, branch, account number and suffix) and the account holder's name. Infirmation dated and stamped by the bank. Which shows the full bank account number (bank, branch, account number and suffix) and name. Inich includes the full bank account number (bank, branch, account number and suffix) and the account holder's name and the web or bottom of the page. ody application, you'll need to upload the bank information for all caregivers. ss of what bank account proof is provided: hould not be more than 6 months old. match the bank account name or provide supporting documents to establish the identity link (e.g. marriage certificate).

5. Click 'Done' to save your changes.

Save for later

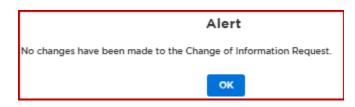
1. You can click the 'Save for Later' button at any stage completing this form prior to selecting the 'Review' button.

Change of Information request
For changes to student's address(es), you may also need to update Itinerary information.
> Student information
> Enrolling school details
> Caregiver information
> Payment information
> Itinerary information
> Upload documents
Save for later Previous Review

2. The following message will display.



3. If you have made no changes, you will receive an alert message. Select 'OK'.



4. To access your draft Change of Information Request, go to 'My School's Applications' and click on 'Conveyance Allowance.



5. The 'Draft Change of Information Applications' section will appear. Click on the blue 'Resume' hyperlink of the request you would like to complete.

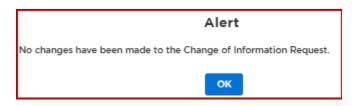
0		• •			•		0	
Application submitted		School completes declaration	5		Transport cessing		Comple	ted
Draft Conveyan	ce Allowance Ap	plications (3)				Q. Search this list		Ŧ
Transport A V	Student Firs V	Student Last 🗸	S1 Enrolling 🗸	Created by V	Created D $\downarrow \lor$	Status V		~
1							Resume	
2							Resume	
3							Resume	
Draft Change of	f Information Ap	plications (3)				Q. Search this list		Ŧ
Transport A V	Student Fl + V	Student Last 🗸	S1 Enrolling 🗸	Created by V	Created Date $\!$	Status V		~
1 C	1						Resume	
2					,,,		Resume	
							Resume	
3								

Reviewing your Change of Information request

1. Once you have finished editing this form, click the 'Review' button.

	Change of Informa	ation request						
	Sci	hool						
For changes to student's addres	ss(es), you may also need to update Itir	nerary information.						
✓ Student information								
Student details			🖌 Edit					
First name(s)	Middle name	Last name						
Date of birth	Gender							
School year of student Year 3	National student number (NSN))						
Address details								
Is this student in a shared custody array Yes	ngement? i.e., they have more than one resident	tial address?						
Primary Residential Address								
Secondary Residential Address								
Third Residential Address								
> Enrolling school details								
> Caregiver information								
> Payment information								
> Itinerary information								
> Itinerary information > Upload documents								

2. If you have made no changes in the Change of Information request and you select the 'Review' button, you will receive the following alert message and you will not be able to proceed to the 'Review' page. Select 'OK' to exit the message.



3. A review page will appear, displaying all the information for the student.

	Change of Information	
Review Changes		
Please review the information change	to the student before clicking 'Submit'.	
Bervice type		
Type of assistance requested Conveyance allowance		
-		
Student Information.		
Student details		
Pest name(s)	Middle name	Last name White
Date of both	Geneder	
	(
Robust year of stadent Year 3	National shalest manker(NEN)	
Address details		
	17 i.e., they has more than one residential address?	
No		
Primary residential address		
Enrolling School details		
Presting school		
Caregiver information		
Primary caregiver details		
Peril name	Muldle name	Last name
Relationship to student		
Nobile phone	Name phone	Work phone
Primary residential address		
Email address		
Payment information		
More than one child receiving a conveyance al		
	ance payments to your school if all of your children wh using the same school if you are directing your convery	to are receiving a conveyance allowance allored the came scho ance allowance payments to another person.
Note: your children do not have to be after	alion will become the default bank account for all of y	our conveyance allowance payments, even if you previously
The bank account you select for this applic		
	,	en unte auto autorant for receiving year conservation and same
The bank account you select for this applic selected a different bank account for other		на или мала аллагала пат гелотогод учаг аллогуултаг аллогалага
 The lastk account you select for this application of the selected a different lastk account for other payments. 		n une ann an an an the reservery year somerganise anonanise
 The lasts account you ories I for this applic oriested a shifteend lasts account for other payments. So you have another shift who is samently res 		n une ann an annan tur reisreag ynar annergania annanana
 The loast account you ories! For this applic oriested a offerered loast account for other pagements. Sto you have another shift who is currently res No 		n one ann an annan 167 reisreig ynar annergania annan
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The loast account you ories! For this applies oriested a addressed loast account for other payments. So you have another shift who is currently res No Who will be receiving the payment? Einerary information		
The loast account you ories! For this applies oriested a alterned loast account for other payments. So you have another shift who is correctly rev No Who will be receiving the payment? Binerary information Upload documents	aning school learsport assistance?	
The loast account you ories! For this applies extended a different loast account for other payments. So you have another shift also is correctly resized. Whe will be recenting the payment? Hinerary information Upload documents Reak account information uplead Reak account information agreed	anning school loansport assistance?	posil or one withdrawal loansaction with its corresponding dat
The loast account you ories! For this appli- anticular a different loast account for other payments. So you have another shift who is currently re- No Who will be receiving the payment? Elineary information Upload documents Reak account information upload Rack account information upload A bank dataseved showing the account hel A paymented deposit stip which includes I A an XH generated which these the loss the starts	among school loansport accitance? ing (not all or soveral); blocks name, bank account number and al boast one day for full lank account number and al boast one day for full lank account number (lands, laness), account on a mult for full lank account number (lands, laness), account	posit or one withdrawal isomaction with its corresponding dat ander and suffu) and the account hother's name. count number and suffu) and the account hother's full name.
The loast account you ories! For this appli- anticular a different loast account for other payments. So you have another shift who is currently re- No Who will be receiving the payment? Elineary information Upload documents Reak account information upload Rack account information upload A bank dataseved showing the account hel A paymented deposit stip which includes I A an XH generated which these the loss the starts	among school loansport accitance? ing (not all or coveral); blocks name, bank account number and al boast one day for full lank account number and al boast one day for full lank account number (lands, laness), account on a mult for full lank account number (lands, laness), account	posed or one withdrawal loansactions with its corresponding dat arder and suffic) and the account index's name.
The loast account you ories! For this appli- schedule a different loast account for other payments. So you have another shift also is correctly re- No Who will be recenting the payment? Elemenary information Upload documents Rask account information upload Rask account information upload A sumb takeners diversity the account has A paymented depart to which includes to A an information which is includes the half ber	inning school loansport assistance? ing (not all or several): blev's name, basis association member and al least one dep the full hash associated member (bands, basesh, association pr and like full bank association remeter (bands, beamsh, association pr and like full bank association remeter (bands, beamsh, association)	posit or one withdrawal isomaction with its corresponding dat ander and suffu) and the account hother's name. count number and suffu) and the account hother's full name.
The last account you ories for this appli- sciencial a different last account for other payments. See you have another shift who is currently re- No Who will be receiving the payment? Elinerary information Upload documents Reak account information upload Reak account information upload A programmed depend to be which includes to A programmed depend to be the last to A programmed depend to be the base to Reak titler account combination date an account baby's norm. A an information depend which includes the full	inning school loansport assistance? ing (not all or several): blev's name, basis association member and al least one dep the full hash associated member (bands, basesh, association pr and like full bank association remeter (bands, beamsh, association pr and like full bank association remeter (bands, beamsh, association)	possil or one withdrawal loansaction with its corresponding dat under and suffus) and the associat holder's name, coast number and suffus) and the associat holder's half names, and number (bark, branch, account number and suffus) and th r and suffus) and the associat holder's name and the web adder
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- 4. If you need to make any further changes, click on the 'Previous' button. Make your changes and then select 'Review' to review the changes.
- 5. Select 'Next' when you are happy with the changes you have made.

Review Changes		
Please review the information cha	inge to the student before clicking 'Submit'.	
Service type		
Type of assistance requested		
Conveyance allowance		
Student Information.		
Student details		
Pest name(s)	Middle name	Last name White
Date of both	Gunneler	
	6	
Rebeat year of stadent	National student number (NIN)	
Year 3		
Address details		
Is this cludeet in a shared custody arrang No	ement? i.e., they has more than one residential address?	
Primary residential address		
Enrolling School details		
Enrolling school		
Caregiver information		
Primary caregiver details		
Pediane	Middle name	Last name
Relationship to student		
C		
Notelle phone	Name phone	Work phone
Primary residential address		
Email address		
Payment information		
Payment information		
More than one child receiving a conveyan		
More than one child receiving a conveyan You can only direct your conveyance of		
More than one child receiving a conveyan You can only direct your conveyance i Note: your children do not have to be The bank account you ofest for the a	ellowance payments to your school if all of your scholerer of attending the same school if you are directing your convey application will become the default baris account for all of y	ance allowance payments to another person. year conveyance allowance payments, even if you previously
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Caregiver declaration

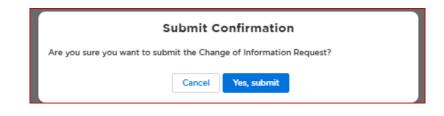
1. Complete the Caregiver Declaration on behalf of the caregiver(s).

Cł	nange of Information request
	School
Caregiver Declaration	
I declare the information entered on this form is tru	ie and correct
I will notify the school and Ministry's School Transp	ort team of any changes to the information I have provided
The caregivers listed on this application are aware to could result in a financial benefit	that I have provided their information (including bank details) to the Ministry, and the outcome of this application
Date assistance is requested from?	
m	
Caregiver name	
•	
	Previous

2. Once the declaration is completed, click on the 'Submit' button.

C	hange of Information request
	School
Caregiver Declaration	
✓ I declare the information entered on this form is tr	rue and correct
I will notify the school and Ministry's School Transport	port team of any changes to the information I have provided
The caregivers listed on this application are aware could result in a financial benefit Date assistance is requested from?	that I have provided their information (including bank details) to the Ministry, and the outcome of this application
Caregiver name)
	Previous Submit

3. Once you click on the 'Submit' button, the following message will be displayed:



- 4. Click the 'Yes, submit' button to submit the Change of Information Request, or click 'Cancel' to return to the previous page.
- 5. Once you click on 'Yes, submit', your Change of Information Request will be sent to the Ministry for processing. Click 'Done' to exit.

Change of Information Request	
Thank you for submitting a Change of Information Request for	
We aim to process changes to student information within 20 working days.	
For any questions about the Change of Information Request,	
please contact school transport: 0800 287 272	
or school.transport@education.govt.nz	
	Done

How to view your completed Conveyance Allowance Change of Information request

Note: When a 'Change of Information request' is submitted, it becomes a Transport Application.

1. Navigate to 'My School's Applications' and click on 'Conveyance Allowance' in the dropdown.



 The submitted 'Change of Information request' will display in the list 'In Progress Conveyance Allowance Applications'. It will have a status of 'Waiting for School Transport Approval'. It can be identified by a tick in the 'Change of Information' column.

iten	ns • Sorted by date co	reated						A Search this list	
	Transport A \vee	Student Firs \vee	Student Last \vee	S1 Enrolling \vee	Created by \lor	Created D	~	Status \vee	
1								Draft	Resume
2								Draft	Resume
3								Draft	Resume
	-	f Information Ap	plications (3)				C	۹. Search this list	
iten	Transport A V	Student Fl † V	Student Last V	S1 Enrolling V	Created by V	Created Date	~	Status 🗸	
1			1					Draft	Resume
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3	ems • Sorted by date	created	1		S1 Enrolling V	Created By	 	Q. Search this list Created D ↓ ∨	Status Assessed
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3. An approved 'Change of Information request' will be displayed in the 'Completed Conveyance Allowance Applications' section.

-	Completed Conveyance Allowance Applications (5)								
	Transport A 🗸	Change of Infor	Students Fir $ \lor $	Students Fa ∨	S1 Enrolling \vee	Created By \lor	Created D $\downarrow \lor$	Status	~
1		~	S				1/03/2025, 12:3	Approved	
2	-		-				11/02/2025, 8:2	Approved	
3							11/02/2025, 8:17	Approved	
4			inite in the	100	a second	in the second	16/01/2025, 3:51	Approved	
5							16/12/2024, 9:17	Approved	

4. When you open an 'In Progress Conveyance Allowance Application', the application details and related information will be displayed.

Transport Application	
Students First Name Students Last Name S1 Enrolling Scho	ol Name Status Assessed
Application Information Related Information	
✓ Processing	
CA Application Name	Owner 1
Distance to the enroling school	Conveyance Amount
Stage	Stakas Assessed
In Progress Community 	Postesee Television Control Co
	-
V Application Type	
Has siludent providually received Conveyence Allowance? Type of assistance requested	If Yee, provide reason for this application
	LIVEN THE SERVICE IS RECITED STRET
Caregiver currently receiving conveyence allowance -	
✓ Student Details	
Student Given Neme(x)	Stuckerd Middle Name
Stadent Family Name	- Date of Birth
Gender	NEN
Enrolled school year level	Punal Address Property Identification (RAPID) -
Enroling School Name	Erroling School Street Address
Enrolling School Suburb Retione	Erroling School Toen/City
is the student attending their closest school? No	Date sasistance is requested from 🙆 27/06/2025
Residential Address	
(R1) Primary Full Address	(R1) Primary Residential Street Address
(R1) Primary Residential Suburb	(R1) Primary Residential Town/City
- (R1) Prinnery Residential Post Code	- (RT) Latitude
(R1) Longitude	
V R2 Residential Address	
(R2) Full Addresss	(PQ) Residential Street Address
(R2) Headerikal Suburb	(H2) Readential Toen/City -
(H2) Headdwrllar Postcodw -	
V R3 Residential Address	
(R3) Full Address	(FG) Residential Street Address
- (FG) Heademial Suburb -	(KG) Residential Toen/City
(PG) Headertial Postcode	
Caroniver Details	
Caregiver Details	Given Narre(x)
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udents First Name	Students Last Nam	st Enrolling Sc	hool Name Status Assessed	t i			
lication Informatio	Related Infor	mation					
SESTA Safe Tra	avel Plans (0)						New
Transport App	lication History (3)				\$	- 6
items • Sorted by Date							
	Date 🗸	Field 🗠	User 🗠	Ori	jinal Value 🗸	New Value \vee	
1				Wa	ting for ArcGIS Res	ip Assessed	
2						Waiting for Arc	GIS Resp
3							View All
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5 itema + Updated 5 minu 1 2 3 4 5	Itinerary Name V	Weekday V	From Location V	To Location V	School start/fi	nish time ×	View All

Note:

- The Transport Application will have a status of 'Assessed.
- No action is required from you. All necessary action will be carried out by the Ministry.

5. When you open a 'Completed Conveyance Allowance Application', the application details and related information will be displayed.

Transport Application	
Students First Name Students Last Name S1 Enrolling Scho	ol Name Status Approved
Application Information Related Information	
✓ Processing	
CA Application Name	Owner
Distance to the enrolling school	Conveyance Amount
Stage Completed	Status Approved
Commenta	Date entered into STRAS
✓ Application Type	
Has student previously received Conveyance Allowance?	If Yes, provide reason for this application
Type of assistance requested	Dele the service is required to start
Conveyance allowance Cangiver currently receiving conveyance allowance	
Yes	
✓ Student Details	
Student Given Neme(x)	Studient Middle Nerne
Student Family Name	Date of Bith
Gender	NSN
Enrolled actual year level	- Runal Address Property Identification (RAPID)
Enrolling School Name	- Enrolling School Street Address
Enrolling School Suburb	Enrolling School Town/City
Is the student atlanding their closest school?	If the addent is not enrolling at their geographically closest school, what is the
	nazion? -
Date assistance is requested from 😨	
✓ Residential Address	
(R1) Primary Full Address	(R1) Primary Residential Street Address
(R1) Primary Residential Suburb	(R1) Primary Residential Toen/City
- (R1) Primary Residential Post Code 	(R1) Latitude
(P(1) Longitude	
24 D2 Desidential Address	
V R2 Residential Address	(FG) Residential Street Address
(R2) Full Address	
(H2) Headdenilal Suburb -	(H2) Readential Town/City -
(H2) Headdenilal Postcode -	
V R3 Residential Address	
(PC3) Full Addresss	(R3) Residential Street Address -
(PG) Headernial Suburb	(KG) Readential Toen/City
(K3) Hasiderillal Postcode -	

urlents, First Name	Students Last Na	me S1 Enrolling Sch	ool Name Approved		
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He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga We shape an education system that delivers equitable and excellent outcomes