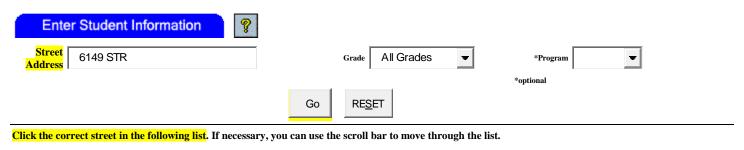
## **HELPFUL HINTS WHEN USING WEBQUERY:**

- Must have FULL street address (residence # and street name)
- Entering data to obtain SCHOOL / STOP information:
- Enter RESIDENCE # along with only first 2 4 letters of STREET NAME, then
  - NOTE: If street name begins with West, East, North, or South (do not enter this information)
  - Highway addresses (such as Hwy 5, 92, 166, 78) use:
    - Highway 5
    - St Hwy 92
    - Highway 166
    - Hwy 78 enter as Bankhead Hwy... must choose City for address, as well)
- Do <u>NOT</u> enter GRADE or PROGRAM
- Click on "GO"

This will bring up another screen showing all streets that begin with the letters that you entered. It will look like example below:

## **Douglas County Schools**





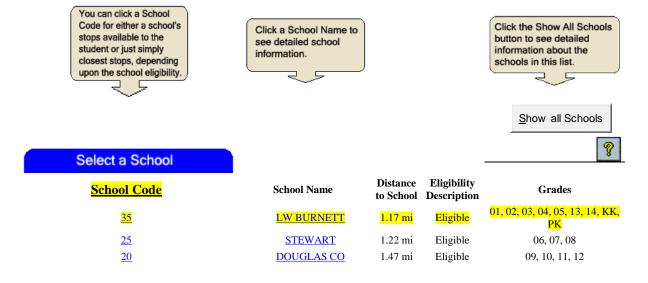
STRATFORD DR STRATFORD PL STRAWN ROAD

STREETMAN WAY STRETFORD ROAD W STRICKLAND ST

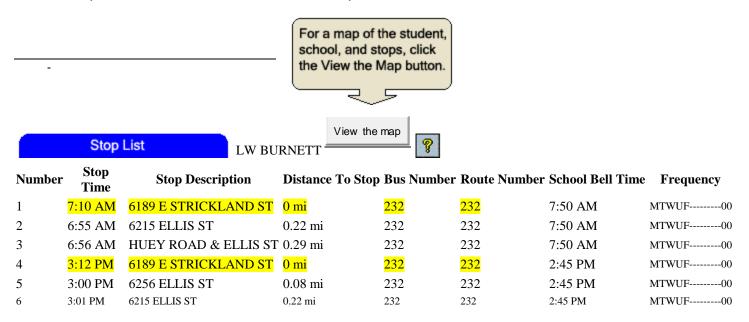
STRICKLAND ST E STRICKLAND ST STRICKLAND MANOR WAY

## **Click on desired street name** (note... E STRICKLAND ST = EAST STRICKLAND STREET)

This will bring up basically the same screen, but showing the schools serving that particular address.



At this point, you will click on the **SCHOOL CODE** to bring up the screen showing the School Bus Transportation information... see example below:



As you can see in the example above, the stop is right in front of the student's residence. This is not always the case. The stop may have been established at a cross-street or in front of a neighboring student's residence. Stops are set always keeping the safety of the students in mind.

Note: Always urge the parent to have the child at the bus stop 5 minutes before the bus is expected. Also, with smaller children, a parent should always accompany them and be at the bus stop to receive them on the return trip.