



# Office of Purchasing and Logistics

125 E. Walnut St. Westerville, Ohio 43081  
Main Office: (614) 797-5950 Fax: (614) 797-5951

Bob Lynde, Director

TO: Parent / Guardian of Current Private School Bus Riders  
FROM: Office of Logistics  
DATE: May 20, 2019  
RE: Requesting Transportation Services for the 2019/2020 School Year

As the current school year is coming to a close, we are beginning preparations for private school transportation requests for the upcoming 2019/2020 school year, which will be very similar to the processing used in previous years. ***It is the responsibility of the parent/guardian to request transportation services from the district in which they reside*** – please find Westerville City Schools’ process outlined below.

The point of registration will once, again, be the Westerville City Schools’ Enrollment & Family Resource Center (EC), located **inside** the OhioHealth Medical Building at 300 Polaris Parkway, Suite 3200. All necessary forms and information will be available on our website ([www.wcsoh.org](http://www.wcsoh.org)) on June 1, 2019. There is no appointment necessary: You may stop in, Monday through Friday, between the hours of 7:30 a.m. – 11:30 a.m. OR from 1:00 p.m. – 4:00 p.m.

***Please note: If you mail in your forms via the United States Postal Service or FAX them to the EC, we will be unable to guarantee their receipt. We request that you visit the EC, in person, to ensure the forms are submitted in a timely manner***

**RETURNING STUDENTS:** Those students who still live at the same address as last year and will be returning to the same private school for the 2019/2020 school year

1. Visit the EC, in person, to obtain the pre-printed transportation verification form which has been prepared for any updates and/or corrections
2. This form **MUST** be signed by the parent/guardian who will verify that all information on the form is accurate. At this time, you will also indicate your transportation request for AM busing, PM busing, or BOTH AM and PM
3. Once the paperwork is verified and signed, you will submit to the EC staff for processing

(Please see other side for further information)



# Office of Purchasing and Logistics

125 E. Walnut St. Westerville, Ohio 43081  
Main Office: (614) 797-5950 Fax: (614) 797-5951

Bob Lynde, Director

## **RETURNING STUDENTS WHO HAVE MOVED AND/OR CHANGING SCHOOLS:**

Those students who have moved or will be moving over the summer months and/or will be changing private schools for Fall 2019

1. Visit the EC, in person, to obtain the pre-printed transportation verification form which has been prepared for any updates and/or corrections
2. In this case, all changes must be noted on the form and the parent will need to provide their photo ID and **two (2)** proofs of current residency (current active lease or current mortgage statement PLUS a utility bill dated within the past 30 days of the date of the transportation request)
3. This form **MUST** be signed by the parent/guardian. At this time, you will also indicate your transportation request for AM busing, PM busing, or BOTH AM and PM
4. Once the paperwork is completed and signed, you will submit the form, the photo ID and two (2) proofs of residency, to the EC staff for processing

**1<sup>st</sup> TIME STUDENTS:** Those students who are requesting private school transportation services for the first time

1. Obtain and complete the *Private/Parochial/Charter/Community School Student Transportation Information Form for the 2019-20 School Year*, in person, at the EC
2. At that time, the parent/legal guardian will need to provide their photo ID and **two (2)** proofs of current residency (current active lease or current mortgage statement PLUS a utility bill dated within the past 30 days of the date of the transportation request)
3. Once the paperwork is completed and signed, you will submit the form, the photo ID and two (2) proofs of residency, to the EC staff for processing

**REMEMBER:** It is the responsibility of the parent/guardian of private school students to initiate the process of requesting transportation services. The Enrollment Center (EC) will begin accepting and processing requests on Wednesday, June 5, 2019. To allow for proper processing, it is strongly recommended that your requests are completed by **FRIDAY, JULY 19, 2019**. Transportation requests submitted after this date may result in the delay of your transportation services for the new school year.