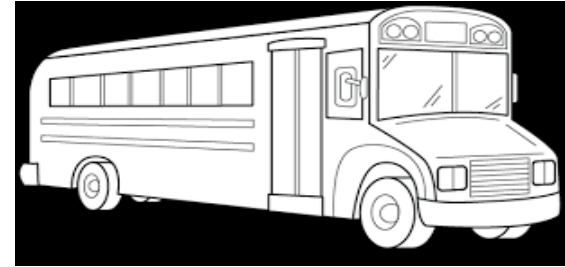


Westerville City Schools

Transportation Application Process



1st TIME STUDENTS: Those students who are requesting private school transportation services for the first time

- Obtain and complete the *Private/Parochial/Charter/Community School Student Transportation Information Form for the 2018-19 School Year*, in person, at the Enrollment 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) on May 18, 2018.
- 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).
- 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 Monday, June 4, 2018. To allow for proper processing, it is strongly recommended that your requests are completed by **FRIDAY, JULY 13, 2018**. Transportation requests submitted after this date may result in the delay of your transportation services for the new school year.