



# 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 Purchasing and Logistics  
DATE: July 20, 2020 (Update)  
RE: Requesting Transportation Services for the 2020/2021 School Year

As we continue to make plans and prepare for non-public, private, and charter school transportation requests for the upcoming 2020/2021 school year, the registration process will have a different look than 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.

Because of the CoVID-19 pandemic and the governor's decisions, the Enrollment & Family Resource Center's (EC) physical office inside the OhioHealth Medical Building at 300 Polaris Parkway remains CLOSED and we do not have a scheduled re-opening date at this time. **We are pleased to share that the entire registration process can now be completed online and there will not be a need for in-person visits to either the Enrollment Center or the Transportation Office.**

The point of registration will begin online via the Enrollment Center: [www.wcsoh.org/administration/152](http://www.wcsoh.org/administration/152)

## **1<sup>st</sup> TIME STUDENTS:**

Those students who are requesting private school transportation services for the first time

1. Visit the district Enrollment Center website at [www.wcsoh.org/administration/152](http://www.wcsoh.org/administration/152) to obtain the *Private/Parochial/Charter/Community School Student Transportation Information Form 2020-21 School Year*.
2. The student's parent/guardian will need to **DOWNLOAD** the online form, complete the form electronically, being sure to indicate your transportation request for AM busing, PM busing, or BOTH AM and PM.
3. Once the form is completed, **SAVE** the form to your computer. At that point the parent/guardian will submit it, along with **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) to the following email address for processing: [NPSTransportation@wcsoh.org](mailto:NPSTransportation@wcsoh.org)

**IMPORTANT:** Please submit one (1) email per student/request. You **must** include your student's name and the school they are attending in the subject line of the email.

Failure to do so may result in your transportation services request unable to be processed in a timely manner.



# 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 the fall of 2020

1. Visit the district's Enrollment Center website at [www.wcsoh.org/administration/152](http://www.wcsoh.org/administration/152) to obtain the *Private/Parochial/Charter/Community School Student Transportation Information Form 2020-21 School Year* form.
2. The student's parent/guardian will need to **DOWNLOAD** the online form, complete the form electronically, being sure to indicate your transportation request for AM busing, PM busing, or BOTH AM and PM.
3. Once the form is completed, **SAVE** the form to your computer. At that point the parent/guardian will submit it, along with **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) to the following email address for processing: [NPSTransportation@wcsoh.org](mailto:NPSTransportation@wcsoh.org)

**IMPORTANT:** Please submit one (1) email per student/request. You must include your student's name and the school they are attending in the subject line of the email.

Failure to do so may result in your transportation services request unable to be processed in a timely manner.

## **RETURNING STUDENTS – No School of Attendance Change or Change in Residence:**

Those students who still live at the same address as last year and will be returning to the same private school for the 2020/2021 school year.

**Please Note:** As of July 18, 2020, the proposed online system will not be available for parents/guardians to utilize this option. In order for us to immediately begin the process for your requests/registrations, please follow the steps below:

1. Visit the district's Enrollment Center website at [www.wcsoh.org/administration/152](http://www.wcsoh.org/administration/152) to obtain the *Private/Parochial/Charter/Community School Student Transportation Information Form 2020-21 School Year* form.
2. The student's parent/guardian will need to **DOWNLOAD** the online form, complete the form electronically, being sure to indicate your transportation request for AM busing, PM busing, or BOTH AM and PM. Once the form is complete, **SAVE** the form to your computer. At that point the parent/guardian will submit it to the following email address for processing: [NPSTransportation@wcsoh.org](mailto:NPSTransportation@wcsoh.org)

**IMPORTANT:** Please submit one (1) email per student/request. You must include your student's name and the school they are attending in the subject line of the email.

Failure to do so may result in your transportation services request unable to be processed in a timely manner.

**REMEMBER:** It is the responsibility of the parent/guardian of private school students to initiate the process of requesting transportation services. To allow for proper processing, it is strongly recommended that requests are completed by **FRIDAY, JULY 31, 2020**. Transportation requests submitted after this date may result in the delay of transportation services for the new school year.