

TO: Parent / Guardian of Current Private School Bus Riders
FROM: Office of Transportation Services
DATE: May 26, 2023
RE: Requesting Transportation Services for the 2023/2024 School Year

As we prepare for non-public, private, and charter school transportation requests for the upcoming 2023/2024 school year, the registration process will remain the same. ***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 begin online via the Enrollment Center: www.wcsoh.org/administration/152

Please follow these directions to submit your request(s):

IMPORTANT: Please submit one (1) email per student request. In the ‘**SUBJECT**’ line of the email, you **must** include your student’s name and the school they are attending. Failure to do so may result in a delay of your transportation services’ request.

For ALL students:

- Go to www.wcsoh.org/administration/152 to obtain and complete the *Private/Parochial/Charter/Community School Student Transportation Information Form for the 2023-24 School Year*
- The student’s parent/guardian will need to **DOWNLOAD** the online form and complete the form electronically (be sure to make your transportation request for either AM busing, PM busing, or BOTH AM and PM)
- Once the fillable form has been completed, **SAVE** the form to your computer. The parent/guardian will submit the form, their photo ID, and two (2) current proofs of residency (current active lease or current mortgage statement PLUS a current utility bill, all dated within the past 30 days of the date of your request) to NPSTransportation@wcsoh.org for processing.

PLEASE REMEMBER:

It is the responsibility of the parent/guardian of private school students to initiate the process of requesting transportation services. The NPS Transportation website will begin accepting and processing requests on **TUESDAY, MAY 30, 2023.**

To allow for proper processing, it is strongly recommended that your transportation requests are completed and submitted by **FRIDAY, JUNE 16, 2023.**

Transportation requests submitted after this date may result in the delay of your transportation services for the new school year.