



**Business Services**  
16250 N.E. 74th Street  
Redmond, WA 98052

Mailing Address: P.O. Box 97039  
Redmond, WA 98073  
Office: (425) 936-1331 • Fax: (425) 936-1325

June 10, 2019

Dear Parent:

The Lake Washington School District offers limited bus shuttles for students attending Environmental and Adventure School (EAS), International Community School (ICS) and Stella Schola. This service will continue for the 2019-20 school year with an annual rate of \$350 for all routes.

Once again, this year, we will use an open enrollment window. All requests received within this window will be considered. If requests for shuttle service exceed the space available, then we will conduct a lottery for the available spaces and remaining students will be put on a wait list. In addition, we are asking you to designate your preferred pick-up stop. This will help transportation in balancing loads. You may be asked to use an alternate stop if necessary. Due to scheduling constraints, we are not able to change or add additional stop requests for these shuttles.

Enclosed please find the 2019-20 Tentative Choice School Shuttle schedule, the Transportation Selection form, and the ACH Withdrawal form. If you want your child to take the shuttle for the 2019-20 school year, please complete the Selection form with your child's name, school attending, your preferred shuttle stop, and payment information. If you elected Automated Clearing House (ACH) withdrawal, you will also need to complete the enclosed form Authorization Agreement for Direct Payments

Timeline: Wednesday June 19th - Forms and payment information due  
Monday June 24th – Lottery conducted if necessary  
Wednesday July 17th – Parents notified and final bus route and schedule determined

Please direct all questions to your school. Updates or changes will be posted on your school's website.

Sincerely,



Barbara Posthumus  
Associate Superintendent, Business and Support Services

cc: Victor Scarpelli, Principal, EAS  
Margaret Kinney, Principal, ICS  
Erin Bowser, Principal, Stella Schola  
Jeff Miles, Transportation  
Deanna Cruikshank, Accounting

## Choice School Shuttle Schedule 2019-20

(Schedule is subject to change based on need and school schedules).

### ICS / Stella Schola 2019-20 Shuttle Routes (Fee is \$350)

<b>International Community School</b>	START: 7:30 AM	DISMISS: 2:25 PM	WED: 12:50 PM
<b>Stella Schola School</b>	START: 8:00 AM	DISMISS: 2:30 PM	WED: 1:00 PM

#### ICS Shuttle #1A - Redmond Elementary to ICS and Stella Schola

	AM Time		PM Time	WED PM
Redmond Elementary:	6:55		2:50	1:25
ICS:	7:15		2:30	12:55
AM students continuing to Stella Schola transfer to #1C				
Stella Schola:	NA		2:35	1:05

#### ICS Shuttle #1B - Inglewood Middle to ICS and Stella Schola

	AM Time		PM Time	WED PM
Inglewood Middle:	6:40		3:05	1:35
ICS:	7:15		2:30	12:55
AM students continuing to Stella Schola transfer to #1C				
Stella Schola:	NA		2:35	1:05

#### ICS Shuttle #1C - Evergreen Middle to ICS and Stella Schola

	AM Time		PM Time	WED PM
Evergreen AM:	6:50		N/A	N/A
Dickinson Elementary PM:	N/A		3:00	1:25
ICS:	7:15		2:30	12:55
Stella Schola:	7:45		2:35	1:05

### EAS 2019-20 Shuttle Route (Fee is \$350)

<b>Environmental and Adventure School</b>	START: 8:30 AM	DISMISS: 3:05 PM	WED: 1:35 PM
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	AM Time		PM Time	WED PM
Mead Elementary:	7:20		3:55	2:25
Evergreen Middle:	7:35		3:45	2:15
Rockwell Elementary AM:	7:50		NA	NA
Redmond High PM:	NA		3:30	2:00
Environmental:	8:15		3:10	1:40

#### IMPORTANT NOTE:

\* **TIMES ARE SUBJECT TO CHANGE. CHECK SCHOOL WEBSITE FOR UPDATES REGULARLY.** Times listed are depart school times for morning pickup (students are expected to be at the bus stop 5 minutes before depart time) and approximate times for afternoon drop. The District provides limited transportation to these schools. Due to scheduling constraints, we are not able to change or add additional stops for these bus routes.

# CHOICE TRANSPORTATION SELECTION FORM

     Yes, I want my child to ride a shuttle bus for the 2019-20 school year.

Child's Name: \_\_\_\_\_

School Attending: \_\_\_\_\_

**Step 1:** Select your preferred shuttle stop.

**ICS / Stella Schola (AM / PM)**

     #1A Redmond Elementary (AM / PM)

     #1B Inglewood Middle (AM / PM)

     #1C Evergreen Middle (AM) / Dickinson (PM)

**EAS (AM / PM)**

     Mead Elementary (AM / PM)

     Evergreen Middle (AM / PM)

     Rockwell (AM) / RHS (PM)

**Step 2:** Select Payment Option - Please check the desired payment plan and return this form with either a check for the prepaid fee or the authorization agreement paperwork for the ACH withdrawal.

     CHECK - Prepay full fee of \$350.00 in one lump sum  
          Make check payable to: Lake Washington School District.

     Automated Clearing House (ACH) withdrawal (10 monthly installments)

**Step 3:** Parent/Guardian Signature, Name, Address and primary phone number

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name – (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Parent/Guardian email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

**Step 4:** Return forms by Wednesday, June 19<sup>th</sup> to:

Lake Washington School District  
Attn: Accounts Payable – Choice Transportation  
P.O. Box 97039  
Redmond, WA 98073-9739

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS  
(ACH WITHDRAWALS)**

Parent/Guardian Name \_\_\_\_\_  
(Please Print)

I/we hereby authorize the Lake Washington School District #414 to initiate debit entries from my/our ( ) Checking or ( ) Savings account (select one) indicated below. This debit will be for:

\_\_\_\_\_ \$35.00 per month for 10 months (\$350.00 total)

This deduction will occur on the 6<sup>th</sup> calendar day of each month starting September 6, 2019 with the last deduction taken on June 6, 2020. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Required Parent/Guardian Information:

Financial Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

This authorization is to remain in full force and effect until July 31, 2020 or until written notification of change or termination is received by the Lake Washington School District of change.

ATTACH VOIDED CHECK HERE