



# Westerville City Schools Transportation Services

125 East Walnut Street , Westerville, OH 43081  
Main Office (614) 797-5950 Fax (614) 797-5951

Randy Snyder  
Transportation Manager

## Vision

Our vision is  
to be the benchmark  
of educational  
excellence.

## Mission

Our mission is  
to prepare students  
to contribute  
to the competitive  
and changing world  
in which we live.

## Values

Respect  
Inclusiveness  
Community  
Communication  
Collaboration  
Innovation  
Nurturing  
Trust  
Accountability

June 20, 2023

In preparation for the start of the 2023/24 school year, prior to submitting your request(s) please take a few minutes to review the following information regarding requests for transportation to or from alternate sites.

## Parameters/Requirements for Alternate Site Transportation:

- In the morning:  
the same stop/location will be used by the student five (5) days a week.
- In the afternoon:  
the same stop/location will be used by the student five (5) days a week.
- Locations in the AM and PM can be different (i.e. from home in the morning and to an alternate site in the afternoon).
- Students who are in a shared parenting/custody situation may, upon confirmation of necessary documentation in PowerSchool and/or with the school of attendance, utilize different stops (i.e. Wednesday afternoon and Thursday morning, every other Friday, etc.) and/or every other week. These arrangements may take longer to process based on the requirement to complete further research.
- Alternate Site Requests require a minimum of three (3) business days to arrange and execute, service will not start until the student's schedule populates in PowerSchool.
- All alternate site locations must be within the same attendance boundary for the school which the student attends, unless the student is overflowed or administratively placed, then they must be served to/from an alternate site within the home school of assignment OR the school of attendance.
- Shuttling between schools is not permitted for alternate site purposes (unless an overflow situation is involved. See previous bullet point).



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## Program Specific Information:

- Services to and from the YWCA will be provided.
- Alternate site transportation to commercial daycares (i.e. KinderCare, La Petite, and YWCA sites etc.) will continue to be limited to grades K-5.
- Alternate site transportation to private residences will continue to be open to grades K-12.
- Alternate site transportation for preschool students will be handled on a case-by-case basis, including consideration of AM/PM session transportation eligibility zones.

## Alternate Site Transportation Registration

- Registration for Alternate Site Transportation is open on the transportation website. Our website can be accessed via the following link: <https://www.wcsoh.org/Administration2/52>
- Registrations for Alternate Site Transportation received AFTER MONDAY AUGUST 1 may not be processed in time to begin the 2022/23 school year.
- A separate form is required to be submitted for each student requesting Alternate Site Transportation.
- Alternate Site Requests MUST be completed and submitted by an authorized parent/guardian. Submissions for alternate site requests by others will not be accepted/processed.
- If a request cannot be honored the parent/guardian will be notified via email.