

Adding your Student to Busing



- 1 Final Forms' Transportation Form MUST be completed and/or updated to reflect "Needs Busing" for Morning and/or Afternoon.
 - ▶ If your student is needing picked up or dropped off from an alternate address, please make sure to reflect that on Final Forms.
 - ▶ All alternate addresses are required to be in the same school zone as your student's school
- 2 Final Forms notifies the Transportation Office within 24 hours of the update and a routing ticket is created.
 - ▶ To expedite the process, you may email the transportation secretary to inform of the update on Final Forms. [email: transportationoffice@woostercityschools.org]
- 3 Once the routing ticket is created, it can take up to three (3) school days for routing to be completed.
- 4 Once routing is completed, the Transportation Secretary will email the student's parent/guardian along with the school's secretary with busing information.
 - BusRight Parent App Invite will be emailed to parents
- 5 Routing Ticket will be given to the designated bus driver for student's start date.