



50 South Main Street, West Hartford, CT 06107 Phone: (860) 561-6600 Website: <http://www.whps.org>

April 8, 2016

West Hartford Private/Parochial Parent:

**\*\*\*This request for transportation MUST be submitted annually regardless if you are currently taking a bus.**

- Transportation is provided only to families who reside in West Hartford and meet the eligibility requirements of living more than 1 mile for elementary, 1.5 miles for middle school and 2 miles for high school students. This mileage is the distance to/from home and school.
- If your address has not changed and/or if your child attended a West Hartford Public School or you used Private/Parochial busing last year you DO NOT need to verify your residence with the registrar's office. Simply fill out the bottom of this form and either mail or bring in to our office, 50 South Main St, Room 130.
- All families moving into or within West Hartford and requesting transportation to a private/parochial school, must verify their residence through the registrars' office (Room 154), 50 South Main Street, West Hartford (telephone – 561-6620) by presenting a Bill of Sale, Mortgage Agreement, Closing Letter from authorized personnel, tax statement, or home owners insurance policy. If you lease you must present a current lease agreement.

**Requests must be received in the transportation office no later than Tuesday, July 5, 2016 in order to be processed for the first day of the school. Forms received in this office after this date will not be processed until after, Friday, September 2, 2016. Parents will be responsible for transportation arrangements until transportation is set up and notification is sent to you by this office.**

Thank you,

Damaris Torres, District Transportation Coordinator

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***2016-2017 Private/Parochial TRANSPORTATION REQUEST***  
***50 So. Main St. Room 130, West Hartford, CT 06107- Tel. 561-6647, Fax 561-6929***

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Student's Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Home Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent Name: \_\_\_\_\_ Work/Cell Phone #: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Work/Cell Phone #: \_\_\_\_\_

School Attending: \_\_\_\_\_ Previous School & Town: \_\_\_\_\_

I am requesting transportation: \_\_\_\_\_ Both ways \_\_\_\_\_ To school only \_\_\_\_\_ From school only

*To inspire and prepare all students to realize their potential and enhance our global community.*