



May 12, 2021

This letter serves as a reminder of the change in process for submitting your transportation requests for the 2021-2022 School Year. All transportation requests are to be submitted via a google form that is available on the West York Website, the transportation section is under the heading *Parents and Families* on the main page.

Once you submit your request you will receive a confirmation that the information was submitted. Confirmation that your child is rostered for transportation for the 2021-2022 school year will be confirmed after proof of residence is received and that confirmation will come directly from the West York Transportation office.

A reminder of the acceptable documents are: two proof of residency listing the correct address in the parent or guardian's name: one form must be a current mortgage, lease document, agreement of sale, or rental agreement signed by both parties. The second proof must show the identical name and West York address and should be a valid driver's license, valid vehicle owner's card, or current utility bill (current = last 30 days). A photo ID is preferred. All documents can be sent to kjgeorge@wyasd.org or transportation@wyasd.org. We appreciate having all requests and supporting documents submitted by June 4, 2021. So we can begin processing and routing for the 2021-2022 school year.

If you have already received a paper request form as in previous years, please disregard and submit your request thru the google form.

Respectfully,

Kristi J George

Transportation/Accounts Payable coordinator

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