



Today is

STSCO'S OUT-OF-BOUNDARY STUDENT TRANSPORTATION REQUEST FORM FOR 2011-2012 SCHOOL YEAR

1) INTRODUCTION:

The following points are to help you through an Out of Boundary request. Welcome to STSCO's online application service. The following information and application are intended to assist families who wish to apply for busing for their child(ren) who are out-of-boundary for the school they have chosen to attend and are not eligible for busing as a result.

Please read all of the following information before proceeding to the information entry and application submission steps:

- a) An Out of Boundary request **MUST** be completed on or before the 30th of May for the following September school year start date.
- b) Requests **MUST** be made annually as any permission is only for one school year.
- c) All requests are considered a **Space Available Request**.
- d) Order of requests will be considered on a first come first serve basis.
- e) If approved, service will be from the nearest existing bus stop. Existing routes and stops can not to be altered to accommodate these requests.
- f) Not all requests can be accommodate and STSCO will contact only those families whose requests can be accommodated. (PLEASE enter your email address information at bottom of this form).

Key Dates

- g) After **July 1st**, STSCO will send emails to parents if a Space Available Request can be approved for first day of school in September.
- h) After **September 1st**, STSCO will only send emails to parents if a Space Available Request can be approved on or before October 1st.
- i) After **October 1st**, STSCO will only send emails to parents if a Space Available Request can be approved for the rest of the school year.

After July 1st, periodically check [Transportation Bus Lookup](#) to see the status of your request.

2) STUDENT INFORMATION CONFIRMATION

Before proceeding further, please make sure the student information for your child is correct as shown below and as provided to STSCO by the student's school. If any of this information is incorrect, please contact the school immediately to request correction.

- i) Student's ID:
- ii) Student's Name: **FIRST_NAME LAST_NAME**
- iii) Current Grade: **GRADE**
- iv) Current School: **NAME_OF_SCHOOL**
- v) Current Home/Daycare Address: **P_ADDRESS**
- vi) Current Phone #: **HOME_PHONE**
- vii) Transportation Status of your child (the notation below advises whether STSCO's records show your child as eligible for transportation from home address or not):

Status of busing

3) MAKING THE APPLICATION

If you want to request transportation for out-of-boundary/space available busing for the 2011-2012 school year, you will need to answer each of the following questions and press the submit button after completing all of the questions.

Question #1 -

Would you like to request out-of-boundary/space available transportation for your child for the 2011-2012 school year?

Yes > (check here)

Date of Request (note if a date is shown here, you have already submitted a request and need not proceed any further): **OB_NY_REQ_DATE**

Question #2 -

What school are you interested in having your child attend in September 2011? (please choose from dropdown pick list): CHOOSE A SCHOOL...

4) Optional STSCO Automated Email Sign-Up:

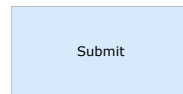
STSCO is in the process of developing an automated email feature that will send out emails to families regarding important transportation information such as bus route delays and cancellations, changes to transportation service, reminders to check for Space Available Requests in the Transportation Bus Lookup webpage and upcoming transportation events. **It is intended that this feature be in place by winter, 2010.**

If you would like to take advantage of this service, please enter your family's email address in the box below and press the submit button. (Note: Email addresses will be kept in STSCO's secure database and used for communicating with families regarding transportation only. If, in checking your transportation information online in the future and your email has changed or your email shown is incorrect, please correct it accordingly and submit. Also, please allow 24 hours for our records to update.)

Family's Email Address:

5) Submit Form:

Please press the submit button to save your Alternate Daycare/Sitter Request and your Email Address to the STSCO server:

**6) Thank you!**

You have successfully submitted all necessary information to apply for an alternate pick-up/drop-off for babysitter/daycare.

If you have any questions, please contact STSCO at 705-748-5500, 1-800-757-0307 or by email at comments@stsko.ca.