



SOUTHWEST LICKING LOCAL SCHOOLS

10653 Hazelton-Etna Rd
Pataskala, OH 43062

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We would like to take a moment to welcome you to Southwest Licking Local Schools!

As a new parent or guardian to the school district, we would like to answer a few common questions regarding transportation to and from school. Please review the following procedures prior to establishing your student's transportation routine.

- Students who are eligible to ride a bus must have the same pick-up point each school day and the same drop-off point each school day. However, the morning pickup location may be different from the afternoon drop-off location.
- **For elementary and kindergarten students only:** Transportation can be provided to and from a daycare/sitter only if the student and daycare/sitter are in the same elementary school boundary area. If the daycare/sitter is outside the student's school boundary area, the parent is responsible for arranging transportation.
- **Kindergarten students:** A parent or emergency contact designee must be visible to the driver before the student is released from the bus. Please have your ID available.
- Students are only permitted to ride their assigned bus to their assigned drop-off point. Temporary (one day) changes, such as riding another bus to a friend's house or to a relative's house, are not permitted. In such cases, parents should make arrangements for their child to be picked-up from school or at their normal bus stop.
- **If a student moves, a parent/guardian (with a photo ID) must go to the District Office at 927-A South St and submit a change of address form, a transportation form (if student is a bus rider), and provide 2 approved proofs of residency.**
- If you have **not** moved, but a permanent transportation change is needed for other reasons, a parent/guardian (with photo ID) must go to the Transportation Office at 10653 Hazelton-Etna Rd. and complete the appropriate form **before** a change can take place.
- **Please allow two (2) working days for changes to take place. No route changes or adjustments, will be made until two weeks after the first day of school.**
- In the case of an early dismissal or emergency release, the district will utilize the automated calling system to notify parents in addition to local radio and TV stations. The District strives to notify parents at least 1 hour prior to dismissal.
- Please have a Family Plan in place to meet your child **at your home** by his or her regular mode of transportation. Keep in mind, if the school has loss of power or phone service, contact with the school office is interrupted emphasizing the need for a Family Plan.
- Transportation Department office hours are Monday through Friday, 6:00 a.m. to 5:00 p.m.
- The Transportation Office telephone number is 740-927-5901.

Thank you for helping us as we make the safe transportation of students our highest priority!