



To: Private & Parochial School Administrators

From: Damaris Torres, District Transportation Coordinator

Date: April 7, 2025

Re: Transportation Requests

Enclosed is the updated transportation request form for distribution to **eligible students residing in West Hartford** registered to attend your school for the 2025/2026 school year.

**In order to process all request for timely mailing, transportation requests received in this office after Wednesday, July 2, 2025 will not be processed until after Friday, August 22, 2025. Parents will be responsible for transportation arrangements until transportation is set up and they are notified by this office of the start date. All forms should be submitted to West Hartford Public Schools, 50 South Main St (Room 154), West Hartford, CT 06107.**

Transportation is provided to eligible West Hartford residents. Connecticut State Department of Education identifies guidelines to determine eligibility for transportation and the walk to and from bus stops. The Transportation Regulations for West Hartford Public & Private School Transportation is based upon those guidelines. The walk is considered a hazard by distance when the walk students are expected to take to school or a bus stop is further than the limits listed below.

- Elementary school students including kindergarten – 1 mile, up to 5227.2 feet
- Middle school students – 1.5 miles, up to 7867.2 feet
- High school students – 2.0 miles, up to 10507.2 feet

All families moving into or within West Hartford or requesting transportation for the **FIRST** time, **must** verify their residency prior to us accepting this form. Please email([residency@whps.org](mailto:residency@whps.org)) or fax (860-561-6928) the following to WHPS Residency Office for verification: 1) your proof of residency (mortgage statement, homeowners' insurance, property tax bill or current lease agreement with Landlord signature(s) or Property Management contact info). 2)utility bill showing service address (no older than 30 days) If you have not received a utility bill yet, you may call *CNG* at (860)524-8361 or *Eversource* at (800)286-2000 and request a **confirmation of service** for your new address. 3)your valid photo identification (ID).

Transportation is not provided for out-of-town students to addresses within West Hartford to a sitter, grandparent, boarder, friends, students attending pre-kindergarten classes or for out-of-town residents who own businesses in West Hartford. **Students must reside within West Hartford to be eligible for transportation.** Students will continue to be removed from transportation if it is found that they are not West Hartford residents or they are attending pre-kindergarten classes. Please remind all families and staff members of this policy per state guidelines. Your support ensuring adherence to this policy is appreciated. If you have any questions, please call the office at 860-561-6647. For your and parent/guardian convenience the form is also available on line at [www.whps.org](http://www.whps.org) –

- Offices Tab
- Transportation Tab

cc: Kingswood-Oxford, Montessori, New England Jewish Academy, Northwest Catholic High School, Renbrook School, Solomon Schechter Day School, St. Thomas School, St. Timothy Middle School





April 7, 2025

West Hartford Private/Parochial Parent:

**\*\*\*A transportation form MUST be submitted annually in order to be added to a bus route.**

- 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 submit it us.
- All families moving into or within West Hartford or requesting transportation for the **FIRST** time, **must** verify their residency prior to us accepting this form. Please email([residency@whps.org](mailto:residency@whps.org)) or fax (860-561-6928) the following to WHPS Residency Office for verification: 1) your proof of residency(mortgage statement, homeowners insurance, property tax bill or current lease agreement with Landlord signature(s) or Property Management contact info). 2)utility bill showing service address(no older than 30 days) If you have not received a utility bill yet, you may call *CNG* at (860)524-8361 or *Eversource* at (800)286-2000 and request a **confirmation of service** for your new address. 3)your valid photo identification(ID)

**Requests must be received in the transportation office no later than Wednesday, July 2, 2025 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, August 22, 2025. Parents will be responsible for transportation arrangements until transportation is set up and notification is sent to you by this office. Please submit form to West Hartford Public Schools, 50 South Main St (Room 154), West Hartford, CT 06107.**

### ***2025-2026 Private/Parochial TRANSPORTATION REQUEST***

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

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

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

Parent/Guardian Name: \_\_\_\_\_ Cell Phone #:\_\_\_\_\_ Email:\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Cell Phone #:\_\_\_\_\_ Email:\_\_\_\_\_

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

I am requesting transportation: \_\_\_\_\_Both ways \_\_\_\_\_To school only \_\_\_\_\_From school only

