

**West Carleton Secondary School  
School bus information  
For School Year 2016-2017**

All registered students living in our attendance boundary will receive School Bus transportation. The OSTA (Ottawa School Transportation Authority) will post the bus routes in late August.

Transportation for Students in a Joint Custody Arrangement and Having **Two Homes** must be requested each school year. The **deadline** for the 2016/2017 school year is **June 1, 2016**

**Instructions for parent to submit forms are;**

- Go to the OSTA (Ottawa School Transportation Authority) web site
- Policy and Procedures
- Transportation for Students in a Joint Custody Arrangement and Having Two Homes
- Please review the “Frequently Asked Questions” to ensure you are meeting the criteria.

STEP ONE – Download form TRA-T22A for 2016-2017

STEP TWO - Download form TRA-T22B for 2016-2017

Submit forms to OSTA by email at [west@ottawaschoolbus.ca](mailto:west@ottawaschoolbus.ca) or by fax to 613-224-8840

To request an **EMPTY SEAT** for a valid reason please pick up a form in the main office, complete the form and submit it to in the main office between now and Sept. 23<sup>rd</sup>, 2016. Empty Seats are assigned by availability and by the date the completed form is submitted to the main office. Students will receive notification from the School Main Office after October 1 regarding the approval or denial of the request. Empty seats will not be assigned by OSTA until after October 1 of the school year.