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Statement	<p>Upon written request from a parent or guardian, WESTS can offer transportation services to students attending schools in their designated school zone areas based on the eligibility policies as set out by the member boards.</p>
Policy	<p>Students may access transportation services if they are attending a Board designated school and their primary address is at a distance of more than:</p> <ul style="list-style-type: none"> • 1.0km, for junior and senior kindergarten; • 1.6kms, for Grade 1 to Grade 8 inclusively; • 3.2kms, for Grade 9 to Grade 12 inclusively and students in Grade 7 and Grade 8 attending a secondary school. <p>Student's primary address</p> <p>A student's address is his/her legal and permanent place of residence. This address determines his/her Board designated school. In the case of joint custody, it is the parents' responsibility to decide on the primary address, in order to determine his/her school catchment area.</p> <p>Please note that the address of a daycare centre cannot be considered a student's legal and permanent address.</p>
Procedures	<p>The school:</p> <ol style="list-style-type: none"> 1. Informs the parents or guardians about the eligibility criteria at the time of the student's registration; 2. Updates student information in the schools' student database on a daily basis ensuring the information is correct and current. 3. Upon notification from WESTS informs the parent/guardian if the student is not eligible to access student transportation. <p>WESTS:</p> <ol style="list-style-type: none"> 1. Verifies each student's address; evaluates the distance between his/her place of residence and the school; informs the school if the student does not meet the above-mentioned criteria, through a form letter to be given to the parents or guardians;



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	2. At the end of the school year provides written notification to parents/guardians of kindergarten students moving into Grade 1 and Grade 8 students moving into Grade 9, concerning the walking distances that will apply henceforth to these students, in accordance with the eligibility criteria.
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Approved by Motion : ETC#09-08

Approval date: December 10, 2009