



50 South Main Street, West Hartford, CT 06107 Phone:(860) 561-6600

April 20, 2009

West Hartford Private/Parochial School Parent:

This request for transportation is to be submitted annually. All families moving into or within West Hartford and requesting transportation to a private/parochial school for the first time must verify their residence through the registrars' office (Room 154), 50 South Main Street, West Hartford (telephone - 561-6627) by presenting a Bill of Sale, Mortgage Agreement, Closing Letter from authorized personnel, tax statement, or home owners insurance policy. If you lease you must present a current lease agreement. Transportation is provided only to families who reside in West Hartford.

Requests must be received in the transportation office no later than Monday, July 6, 2009 in order to be processed for the first day of school. Forms received in this office after this date will not be processed until after Thursday, September 10, 2009. Parents will be responsible for transportation arrangements until transportation is set up and notification is sent to you by this office.

Thank you,

Olivia J. Harvey, District Transportation Coordinator

2009-2010 PRIVATE/PAROCHIAL TRANSPORTATION REQUEST
50 So. Main St. Room 134, West Hartford, CT 06107- Tel. 561-6647, Fax 561-6929

Date: _____

Student Name : _____

2009 - 2010 Grade: _____

Address: _____

Home Phone #: _____

Parent Name: _____

Work Phone #: _____

Parent Name: _____

Work Phone #: _____

Transportation is provided to eligible West Hartford residents. Any family moving into West Hartford, changing addresses within West Hartford, or requesting transportation to a private/parochial school for the first time must provide residence verification through the registrars' office, room 154, Town Hall, 50 South Main Street, West Hartford. The telephone number is 561-6627. Regrettably, forms will not be processed without verification.

School Entering : _____

Previous School & Town _____

I am requesting transportation:

_____ Both ways

_____ To school only

_____ From school only