

## ECSD NEWS RELEASE

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For Immediate Release

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### **IMPORTANT Instructions for ECSD Parents Needing to Request an Alternate Bus/Bus Stop for the 2018-19 School Year**

Parents who are planning to request special transportation accommodations so their student can be picked up or dropped off somewhere other than their home address (such as a before or after-school care program site) are reminded that the **deadline to file their requests online is midnight on July 15, 2018**. Parents wishing to hand-deliver their request need to **bring the appropriate request form to the Transportation Office by 4:00 p.m. on July 12<sup>th</sup>** (District offices are closed July 13, 14 and 15). *Families without internet access are welcome to visit the Transportation Department's office for assistance.*

To submit the form online, go to the ECSD Transportation's home page and scroll down to read the instructions and identify the link that fits their student's situation. These instructions and the web pages for each form are included in this release. Questions may be emailed to Ann Swanson at [aswanson@escambia.k12.fl.us](mailto:aswanson@escambia.k12.fl.us). The office is located at 100 E. Texar Dr. and the phone number is 850-469-5488.

Transportation will acknowledge receipt of the request within a few days. If parents do not receive that acknowledgment, they should send an email asking for confirmation or call 850-469-5488. All of this information, and links to the forms, is also available online on the Transportation Department's home page: [ecsd-fl.schoolloop.com/transportation](http://ecsd-fl.schoolloop.com/transportation).

Only requests submitted by July 15, 2018 will be considered for approval in time for the start of the 2018-2019 school year. **Requests must be submitted each year.**

Requests that arrive late will be held to be processed, but not until after school starts.

## **Alternate Bus/Bus Stop Service Instructions for Different Situations**

- A. Parents/guardians may request courtesy bus transportation *on board an alternate bus or to an alternate bus stop* by submitting [Form 6.19 \(Request for Alternate Bus/Bus Stop Service\)](#) or by submitting a web form found here: <http://ecsd-fl.schoolloop.com/choiceaccommodationrequest>. Generally, these requests relate to after-school childcare needs. The request will be approved if there is space available on the bus. Only requests submitted by July 15 will be considered for approval in time for the start of the school year. Requests must be submitted each year. Additional conditions governing this service are articulated in School Board Rules 6.04(3), (4), and (5).
- B. Parents/guardians of students *who attend a school of choice or magnet school* are responsible for providing transportation for their children to and from school. They are advised not to accept transfers to these schools unless they have a plan for transporting their children to and from school every day. Limited courtesy transportation service may be available on a first-come/first-served space available basis.
- C. Parents/guardians of students *who attend a school of choice* (other than magnet schools where a different form is used) may request courtesy bus transportation by submitting [Form 6.11 \(Request for School Choice Transportation Service\)](#) found here: <http://ecsd-fl.schoolloop.com/choiceaccommodationrequest>
- D. Parents/guardians of students *who attend a magnet school* (N. B. Cook Elementary School, Brown Barge Middle School, West Florida High School) may request courtesy bus transportation by submitting [Form 6.18 \(Request for Magnet School Transportation Service\)](#) or by submitting this web form: <http://ecsd-fl.schoolloop.com/magnetaccommodationrequest>

Again: Only requests submitted by July 15, 2018, will be considered for approval in time for the start of the 2018-2019 school year. Requests must be submitted each year. Additional conditions governing this service are articulated in School Board Rules 6.04(6) and (7).

Media queries can be directed to Kim Stefansson, ECSD Public Relations Coordinator, [kstefansson@escambia.k12.fl.us](mailto:kstefansson@escambia.k12.fl.us), [850-393-0539](tel:850-393-0539) (cell).

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