



May 1, 2023

Dear Parents/Guardians:

The Department of Transportation welcomes you to the Olentangy Local School District's school bus transportation operation for the 2023-2024 school year. We hope that your experience with school transportation will be a pleasant one for both you and your child.

We have created a 2023-2024 Online Non-Public Transportation Form for your use. The link can be accessed below or you can access it from our Olentangy website. We will no longer send paper copies unless specifically requested. This vital information enables us to transport your child safely and to notify you or your emergency contact should a need arise. A separate form is required for each child that needs transportation and it **must be completed and submitted no later than Sunday, June 18, 2023.** Transportation information for the new school year will be communicated to your student's school.

In an effort to make this a positive experience, there are a few details you should know. The Olentangy drivers expect a parent, older sibling or other adult to meet kindergarten and first grade students at the bus stop. If you prefer that your kindergarten and/or first grade student be discharged from the bus upon arrival at the bus stop in your absence, please provide this in writing to our transportation office.

To maximize our communication with you, we use a variety of methods to contact parents such as email, text and/or phone call. Each school year we require *a new Non-Public Transportation Request Form be completed and submitted.* If your transportation needs change during the school year, please remember to notify our office with any updates and allow 72 hours for those corrections to be completed.

We look forward to providing transportation for your child in the coming school year. Please feel free to contact us at any time with questions or concerns about your child's transportation by emailing us at [Transportation@olsd.us](mailto:Transportation@olsd.us).

Sincerely,

Lori Carter-Evans  
Director of Transportation

Cc: Non Public School Administrators

