



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Back to School 2019-2020 - MEMO #1 | July 4, 2019

Student Transportation Information

As of **August 20, 2019**, you will be able to access your child's transportation information (24/7) by clicking on the "Transportation & Back to School" button on the welcome page of our website (www.swlauriersb.qc.ca).



You will need to provide the following to access the information:

- 1) **Student file number:** 7 digit number on the report card
- 2) **Your postal code**
- 3) **Parent e-mail address or the guardian's e-mail address**

It is important that your child's school has the accurate information on file (home address, joint custody, babysitter address).

Transportation Requests

During the back-to-school period (August 15 to September 30), please note that all transportation requests will be prioritized in the following manner:

- 1) Students without a bus stop
- 2) Change of address
- 3) Change of bus stop
- 4) Accommodations

Timeline to process requests according to Policy 1999-TS-01:

<u>Request Dates</u>	<u>Timeline</u>
➤ October 1 to June 30	72 hours
➤ July 1 to August 15	15 working days
➤ August 15 to September 30	15 working days

Our goal is to give transportation access to students in a safe and timely matter. Please keep in mind that because of the busy turnaround time, it may take a few days to process requests completely.

We appreciate your understanding and cooperation during this peak period.



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Daycare Services VS Transportation Services

Transportation services can be assigned to students attending daycare on a sporadic basis as long as it is a **REGULAR** schedule (Ex.: Daycare in the mornings and transportation services in the afternoons).

Students attending daycare services on a **full-time basis** (all mornings and all afternoons) will be registered as daycare users. Therefore, there will be no transportation services assigned to them.

If you plan on using daycare services for the 2019-2020 school year, it is important that your child's school has the accurate information on file since this might impact the transportation services. Please contact your child's school to verify your information.

Any other relevant information regarding transportation will be posted on our website during the course of the school year.

If you have any questions, contact Transportation Services at 450 621-5600.

Material Resources & Transportation Team