



782 Springdale Drive, Exton, Pennsylvania 19341 • Phone: 484-266-1000 • [www.wcasd.net](http://www.wcasd.net)

Dear Parent/Guardian:

**Please read the following notification carefully as it requires your action to utilize student transportation services provided by the West Chester Area School District.**

The West Chester Area School District has revised its transportation procedures for private school students to ensure compliance with State regulations as governed by Act 372 of the PA School Code. Annually the District will require a request from every parent/guardian for each student desiring daily transportation, periodic transportation, or once a year. This new procedure is a departure from the prior practice of receiving a roster of students directly from your school.

**The District will only transport students who have a completed Student Transportation Request Form on file.**

This Student Transportation Request Form can be obtained either through your school or on the West Chester Area School District's website at [www.wcasd.net](http://www.wcasd.net) under the Transportation Department. There will be a printable version available that you may complete and send to our department as well as an online form.

To return the form to our department, either email it to [transportation@wcasd.net](mailto:transportation@wcasd.net) or send by mail to:

WCASD Transportation Department  
782 Springdale Drive  
Exton, PA 19380

**The submission deadline is July 1, 2020.** Thank you for your cooperation and our department is available to answer any questions at 484-266-1040.