



## South-Western City School District

Transportation Department  
3427 Southwest Boulevard  
Grove City, OH 43123

Phone: (614) 801-8550  
Fax: (614) 277-3591  
Website: [www.swcsd.us](http://www.swcsd.us)

### **NEW STUDENT/CHANGE OF ADDRESS** **Registration for Charter/Non-Public Schools**

Dear Parent/Guardian:

In order for you child(ren) to be transported by South-Western City Schools transportation certain criteria must be met:

- Your child(ren) must be registered with a charter/non-public school for which transportation is offered by South-Western City Schools.
- You must reside at a valid address within the South-Western City School District boundary.
- You must register your child for transportation services.

To register your child(ren) for transportation for the first time or with a change of address:

1. Fill out a transportation request form, in person, at the South-Western City Schools Transportation Department located at 3427 Southwest Boulevard, Grove City, Ohio 43123. **Registration hours are between 9:30-1:30 Monday through Friday.**
2. Bring **two** current proofs of residency, i.e. lease, utility bills, cell phone bill, bank statement, etc. (all bills must be dated within the last 30 days)
3. Bring the birth certificate(s) for the child(ren) you are registering (new students only).
4. Provide a photo I.D. of the parent/guardian registering the child(ren).

The above criteria must be met for your child(ren) to be eligible to ride a South-Western City Schools bus. Failure to follow this procedure, including providing the necessary documentation, will result in the inability for your child(ren) to ride a South-Western City Schools bus.

If you have any questions, please contact our office at (614) 801-8550.

Sincerely,  
South-Western City Schools Transportation Department

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