

## Transportation Request Process for KIT Students

The KIT office may receive requests for transportation from staff at the school, calls or email messages directly from a parent or caregiver, or from the transportation department if the family contacts them with updated information.

When we get a request for KIT transportation, it can take 2-3 days from the time the transportation department receives it to get routed and the two districts (where the student is residing and where the student attends) must decide how to share the transportation responsibility for a KIT student.

Please note that month turnovers, and after returning from breaks, are also usually our heaviest times for transportation requests as many families are losing housing at the end and start of each month or during a break. It can take a little longer to process requests while we work with a heavier volume.

Other factors which can delay routing are schedule changes at the school or special education accommodations.

Student attending in Everett Public Schools and living outside of the regular served area for the school:

- 1) Request goes to the Everett KIT department
- 2) KIT sends the request to Everett Transportation
- 3) KIT sends the request to update the address in eschools to the school office(s)
- 4) Everett transportation department sends the request for the AM transportation to the shared district transportation department while they work on routing their route for the pm rides. If in district, the process goes a little faster
- 5) Sometimes they must hire a new driver or purchase a vehicle
- 6) Once the routes are established, the transportation departments will call the contact on the request (usually a parent) and will give them the details for when and where to catch the ride in the morning and when and where to expect the drop off in the afternoon

You should notify your attendance person to make sure any absences or tardies during this time are excused with a code of "PA" and a note that says, "program eligible." Work with the teacher(s) to ensure there is a plan in place to get the student caught up on any work missed.

***\*Note- The KIT office staff does not receive transportation route details, please contact the transportation department directly if you have questions: 425-385-4144.***

For shared transportation with other districts, please note that if there is a weather-related delayed start time, or cancellation of school **in either district**, transportation may be affected due to safety. Caregivers should contact the school office to excuse absences or tardies and to discuss options. Caregivers can: *check the news reports or district websites. You can subscribe to receive notices at [www.FlashAlert.net](http://www.FlashAlert.net)*