

## Transportation Request Process for KIT Students

When we get a request for McKinney-Vento transportation, it can take 2-3 days from the time the transportation department gets 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 McKinney-Vento student.

Keep in mind that the first and last weeks of the month, 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 have to 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 and that there is a plan in place to get the student caught up on any work missed.

***\*Note- Amy & Gina do not get transportation route details, please contact the transportation department directly if you have questions: 425-385-4144.***