



CANTERBURY HIGH SCHOOL

900 Canterbury Avenue
Ottawa, ON, K1G 3A7
Telephone (613) 731-1191 ~ Fax (613) 731-521
Website: www.canterburyhs.ocdsb.ca

PRINCIPAL
Al Johnson

VICE-PRINCIPALS
Erin O'Grady
Richard Lalonde

April 2, 2017

Dear Parents and Guardians,

Please Note: Empty Seat Assignments do not carry over from school-year to school-year. A NEW Application for Access to Empty Seats must be submitted each year.

This message is to provide you with information pertaining to changes to the Ottawa Student Transportation Authority (OSTA) Policies and procedures for the 2017-2018 school year.

New for 2017-2018:

All Empty Seat applications and Approvals go directly through OSTA.

How to Apply for an Empty Seat (New & Returning Canterbury Arts Students)

Canterbury Arts students who live within the OCDSB jurisdiction and more than 3.2 Km from Canterbury High School will automatically qualify for transportation either by yellow school bus, or OC Transpo. **OSTA** uses a program called EDULOG to calculate transportation eligibility for each student, and coordinates transportation throughout the summer. Finalized information is available at the end of August through the [BusPlanner Parent Portal](#). There is no need to complete forms.

Students who DO NOT meet the above criteria should:

Step 1: Download and Complete the [Empty Seat Application](#)

Step 2: Submit the form to **OSTA**

email: emptyseat@ottawaschoolbus.ca or

Fax: 613-224-8840

Step 3: Check the [BusPlanner Parent Portal](#) on the **OSTA** website to confirm arrangements

Step 4: Questions can be directed to OSTA at **613-244-8800**

Important notes for Canterbury Arts Students - residing within the OCDSB:

- Students who qualify for OC Transpo, can pick up their *PRESTO* card at Canterbury the last week of August.
- If your child qualifies for *PRESTO* but would rather travel by way of yellow bus, you will need to follow Steps 1-3 above to apply for an Empty Seat. Please Note: Students who obtain a seat on the yellow bus via the Empty seat Application will no longer have access to a *PRESTO*.

Important notes for Canterbury Arts Students - residing outside the OCDSB:

- Canterbury Arts students who live outside the OCDSB's jurisdiction who are hoping to access an Empty Seat, should forward their application to OSTA and C.C. Canterbury at erin.ogradey@ocdsb.ca by the end of June, 2017.



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Students who withdraw from Canterbury Arts:

- Students who choose not to continue with the Arts program, and reside outside the Canterbury High School catchment area may apply to remain at Canterbury on a Cross Boundary Transfer. Transportation is not provided for students who are not in the arts program. Students may apply for an Empty seat on a yellow bus, using the steps outlined on the previous page.

Variable Transportation for Students with Two Homes:

- OSTA has a new (2016-2017) policy and procedure to deliver transportation services to students in a joint custody arrangement and having two homes. Both homes must be with the OCDSB boundary, and eligible for transportation.
- Both parents/guardians are required to sign the application and provide a schedule.
- The **deadline** for **NEW** applications is **June 1st, 2017**, to ensure transportation can begin on the first day of school in September.

How to Apply for Variable Transportation:

Step 1: Download and complete the [TRA-T22A form](#)

Step 2: Complete the [TRA-T22B form](#) to schedule your variable transportation service request in School calendar format.

Step 3: Both parents/Guardians must sign the form.

Step 4: Canterbury HS is located in the **Centre East Zone**. Submit the form to OSTA via email to centre.east@ottawaschoolbus.ca or by fax at 613-224-8840

For Complete details regarding transportation services, Policy and Procedure please visit the Ottawa Student Transportation Authority website at <http://www.ottawaschoolbus.ca/>

Sincerely,

A handwritten signature in black ink, appearing to read 'Erin O'Grady'.

Erin O'Grady
Vice Principal

Caroline McAteer
Canterbury Arts Coordinator