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## **Policy Statement**

STS is responsible for coordinating home to school transportation to a student's Board-designated school based on the primary address on file for the student as supplied by the School Board. A student can only have one primary address. Change of address must be done at the school as STS cannot accept change of address information from parents/guardians.

## **Procedure**

STS will receive the student record from the IT department at the School Board via an electronic format. These files are automatically uploaded into the planning software. Transportation arrangements will be made once the automatic file transfer has occurred.