



## **Lincolnshire-Prairie View School District 103**

Memo

To: School Staff  
From: Anthony Mendoza, Transportation Director  
Date: April 29, 2015  
Re: New Students/Address Changes & Field Trips

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### **NEW STUDENTS/ADDRESS CHANGES (after school year begins – September through May)**

New students or those with a new address will not be routed for transportation until:

- the student's enrollment/registration is completed (for new students);
- the address has been verified for residency;
- and the student record has been entered into Skyward.

Once the student is entered into Skyward, please send an e-mail to the transportation office ([dblack@d103.org](mailto:dblack@d103.org) and CC [amendoza@d103.org](mailto:amendoza@d103.org)) indicating a new student has registered and requesting bus information. Please allow 3-5 business days for the transportation office to process the request. Time may be needed to efficiently route the student, move students around to other routes, and/or inform parents with students affected by the change so they can make arrangements with daycare providers if needed.

### **NEW STUDENTS/ADDRESS CHANGES (prior to start of school – June through August)**

The transportation office will generate a Skyward report every morning for students who are new or have a new address. There is no need to e-mail the transportation office during this period.

### **FIELD TRIPS**

All field trips (including athletic events) must be entered into Versatrans Triptracker. Emails and phone calls will no longer be accepted. This system is used to track, schedule, and bill all trips. Emails and phone calls bypass the tracking portion of the system and may cause trips to be missed.

If you need training on how to use Triptracker, please contact me to make arrangements.