



## Transportation Request Form

Please allow up to 7 to 10 school days for your request to be processed. The Transportation Department will notify you when the request has been processed. Only the reasons stated below in #1 and #2 will require the completion of this form.

If your child has an IEP or 504 that requires special accommodations, please call the school for your transportation request as it requires a special form (SE-76). Thank you.

Please check the reason for submitting this form:

1.  Transportation service is needed to or from an alternate location within the school's zone, such as a baby sitter, relative, day care center, etc\*\*
2.  Requesting a change in the student's stop location.\*\*(see School Board policy **P4-64** Below)\*

(Please Print)

Date: \_\_\_\_\_ Desired Start Date: \_\_\_\_\_ School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_ Stu ID#: \_\_\_\_\_

Home Address: \_\_\_\_\_

Current: Bus # (A.M./P.M.): \_\_\_\_\_ Stop Location (A.M./P.M.): \_\_\_\_\_

*\*\*If requesting a change from the stop(s) listed above (1 or 2 checked).*

A.M. Pick-up Location (address): \_\_\_\_\_

P.M. Drop-off Location (address): \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Contact Information: Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(Cell) \_\_\_\_\_ Email: \_\_\_\_\_

**\*Bus stops shall be located in accordance with the following criteria:**

1. Bus stops shall be designed to pick up groups of students whenever possible.
2. Bus stops will be located at points of maximum safety.
3. Traffic and traffic patterns shall be considerations in the designation of a bus stop.
4. Students in grades K-5 shall not be expected to walk more than one-half mile to school or to a bus stop. Students in grades 6-12 shall not be expected to walk more than one and one-half miles to school or to a bus stop. Due to certain hazardous situations, transportation may be provided for some students who live closer to school than the limitations stated above.