

# Student Transportation Request Form

## 2022-2023

NOTE: Magnet & Special Needs Transportation do not use this form. See your Coordinator/Case Manager.

Return this completed form to school office. Incomplete forms will not be processed.

(Forms should be submitted if student is new or if address, school, or mode of transportation has changed)

School Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Apartment/Subdivision Name (Print): \_\_\_\_\_

Student's Street Address (Print): \_\_\_\_\_ Apt # \_\_\_\_\_

Student's City (Print): \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate Transportation Address (Print): \_\_\_\_\_

### Arrival Method:

Regular Bus  (44)

Car  (22)

Day Care Bus  (99)

Walk / Bicycle  (33)

### Departure Method:

Regular Bus  (44)

Car  (22)

Day Care Bus  (99)

Walk / Bicycle  (33)

\*\*\*Ridership status and/or bus stops are subject to cancellation after five (5) consecutive school days of no ridership. If your child will be absent from bus service for more than five (5) days and you'd like to keep their status active, please notify the school office. Students must ride at least once every five (5) days in order to remain active.

\*\*\*Requests received after July 15, 2022 may not be routed for the first day of school. Transportation for late forms will be implemented in the order in which they were received by the Transportation Office beginning September 6, 2022. After September 6, 2022 and during the school year, it may take up to 5 school days to establish transportation.

\*\*\*Buses are subject to arrive 10 minutes before or after the scheduled time.

Parent/Guardian Name (Print): \_\_\_\_\_ (Signature): \_\_\_\_\_

Parent/Guardian Contact Numbers:

1. Phone \_\_\_\_\_ (Number to receive automated messages/emergency/attendance info)

2. Phone \_\_\_\_\_  Mom  Dad  Guardian \_\_\_\_\_

3. Phone \_\_\_\_\_  Mom  Dad  Guardian \_\_\_\_\_

### To be completed by School Officials

Enter & Verify in PowerSchool:      Address      Contact Information      Arrival/Departure Code

\*\*\*Initial once information has been entered & verified in Power School: \_\_\_\_\_

\*\*\*School: After entry in Powerschool, email to appropriate Bus Center ONLY IF REGULAR BUS IS REQUESTED\*\*\*

AM Stop Location: \_\_\_\_\_ Rt: \_\_\_\_\_ Time: \_\_\_\_\_

PM Stop Location: \_\_\_\_\_ Rt: \_\_\_\_\_ Time: \_\_\_\_\_