



**ELMWOOD LOCAL SCHOOLS  
STUDENT TRANSPORTATION REQUEST**



Transportation Request for: \_\_\_\_\_ New Student \_\_\_\_\_ Change in Address \_\_\_\_\_ Pick up and/or Drop off

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Elem Teacher \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian/Foster Parent Name \_\_\_\_\_

Student Resides with: \_\_\_\_\_ Mother/Father \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Guardian \_\_\_\_\_ Foster Parent \_\_\_\_\_ Other

Home Phone \_\_\_\_\_ Mother Work Phone \_\_\_\_\_ Mother Cell Phone \_\_\_\_\_

Father Work Phone \_\_\_\_\_ Father Cell Phone \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

**TRANSPORTATION (Home Address)**

**Date to Begin:**

\_\_\_\_\_ My child will be transported by private vehicle to and from school.

\_\_\_\_\_ My child will ride the bus AM & PM - home address. Bus stop assigned may be a group stop within one-half of your home.

**ALTERNATE TRANSPORTATION (Care Provider)**

**Date to Begin:**

\_\_\_\_\_ I am requesting the above named student be \_\_\_\_\_ **PICKED UP** and/or \_\_\_\_\_ **DROPPED OFF** at a bus stop within one-half mile of the following alternate address:

- **Form must be completed each school year and submitted by July 1. Requests received after July 1, may not be processed until after the beginning of the school year.**
- **Requests made during the school year may take up to 3 school days to begin. Approval will depend on care provider address being located on an existing bus route for current school year and availability of space on bus.**

Care Provider Name \_\_\_\_\_ Phone # \_\_\_\_\_

Care Provider Address \_\_\_\_\_

<b>CARE PROVIDER OR HOME</b>	
<b>AM Pick Up</b> (Must be same all 5 days)	
<b>PM Drop Off</b> (Must be same all 5 days)	

The signature below of the parent/guardian constitutes an acknowledgement of and agreement with each of the following items:

- The above named student must be picked up at the same approved bus stop, Monday through Friday.
- The above named student must be dropped off at the same approved bus stop, Monday through Friday.
- The pick up and drop off locations may be different from one another.
- Existing bus routes may not be modified to accommodate this request.
- A child's bus schedule can only be changed with a note for an emergency situation.
- Only requests for long-term change will be approved.
- Change will not begin until you have been contacted by the Transportation Supervisor. May take up to 3 school days.
- If a request is approved, it can be revoked by the Transportation Supervisor.
- Proof of residency when enrolling or when moving to a new address within the district is required.

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**Date** \_\_\_\_\_

OFFICE USE: Notified: \_\_\_\_\_ Driver \_\_\_\_\_ Office/Teacher \_\_\_\_\_ Parent \_\_\_\_\_ Off AM Route \_\_\_\_\_ Off PM Route

Entered: \_\_\_\_\_ Computer \_\_\_\_\_ Assigned AM \_\_\_\_\_ Assigned PM \_\_\_\_\_ Route Sheet \_\_\_\_\_ On AM Route \_\_\_\_\_ On PM Route