

*If your child has an IEP with Special Transportation, DO NOT complete this form. Please contact your child's teacher.



Bus Transportation Request Form 2023/24 School Year

Parent/Guardian please complete and submit this form by **July 31, 2023** to indicate your student's transportation needs for the upcoming 2023/24 school year. General education students' address, home or alternate, must be within the school's district. ***If your child has an IEP with Special Transportation, DO NOT complete this form. Please contact your child's teacher.***

Student name: _____

2023/24 School: _____ 2023/24 Grade: _____

Home Address: _____

Number

Street Name

Apt/Unit

City

Zip Code

YES, my student needs bus transportation for the 2023/24 school year.
If yes, and you have an address change, you MUST provide 2 proofs of address to the school.

AM Only

PM Only

Both AM and PM

AM Pick Up Address: _____
If different from Home Address

PM Drop Off Address: _____
If different from Home Address

NO, my student does not need bus transportation for the 2023/24 school year.

Parents/guardians who fail to request school bus transportation for the students by **July 31, 2023**, will have to provide transportation for their student to and from school at the beginning of school, until bus transportation arrangements can be made - **this might not occur until 10 days after school has started.**

Additionally, there is a five (5) day minimum turn-around period for Bus Transportation Requests made during the regular school year. Parent/Guardian should expect a five (5) day turn-around time to allow the Transportation Department to receive and process the request. During the five (5) days parent/guardian will have to provide transportation for their student.

To request or change bus transportation for the start of the 2023/2024 school year, this form **must** be completed and submitted by **July 31, 2023**. No exceptions.

By signing below I signify that I have read and understand the instructions on this form:

Parent/Guardian Signature: _____ Date: _____

Phone #: _____ Email: _____