

## Transportation to Alternate Location

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

Beginning Date Request: \_\_\_\_\_

.....

### Alternate Pick-Up

Name of Adult at Pick Up: \_\_\_\_\_

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

Phone: \_\_\_\_\_

.....

### Alternative Drop Off

Name of Adult at Drop Off: \_\_\_\_\_

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

Phone: \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Principal Signature: \_\_\_\_\_ Date \_\_\_\_\_

Bus Dispatch Signature: \_\_\_\_\_ Date \_\_\_\_\_

Director of Administrative Services Signature: \_\_\_\_\_ Date \_\_\_\_\_

Effective Date: \_\_\_\_\_

A.M. Bus #: \_\_\_\_\_ Time: \_\_\_\_\_

P. M. Bus #: \_\_\_\_\_ Time: \_\_\_\_\_

The District policy for considering long term requests by parents to have their children transported to alternate locations is as follows:

- A. The student must be entitled to a bus ride by virtue of his/her residence location.
- B. No student will be transported to a daycare within the city limits.
- C. All requests must be made using this form. Any changes to the pickup and drop off points during the course of the school year requires your filling out another form. Requests may take up to a week to formalize.
- D. There shall be no additional costs to the District in honoring this request.
- E. There shall be no modification or change in any route to accommodate the request.
- F. A change of bus assignment will be allowed only if seating is available on the bus.
- G. The request must identify one bus stop for the entire school year. (That is, the student will be picked up and dropped off at the same location every day of the week for the entire school year without change.) Students will be picked up/dropped off (only) at an established stop.
- H. Noon kindergarten students may be picked up and/or dropped off at points established by the a.m. and/or p.m. bus routes within the same geographical area.

When form is complete, please fax to Merrill Area Public Schools at 715-536-1788 or return to the MAPS Central Office at 1111 N Sales Street, Merrill. The legal responsibility of the District in transporting children to and from school is limited to providing services to their legal residence. The District will provide service on those occasions which meet the above criteria to accommodate a working parent by transporting the student to and from an alternate location.