

TRANSPORTATION REQUEST FORM



AVON LAKE CITY SCHOOLS

In order for your child to be picked up/dropped off at a residence other than where they reside, this form must be completed and returned to the Transportation Dept either via email (sue.cole@alcsoh.org) or via USPS at 33480 Pin Oak Parkway, Avon Lake, OH 44012.

Reason for request (select one): Childcare: _____ Shared Parenting: _____

STUDENT(S) NAME SCHOOL GRADE

HOME ADDRESS HOME PHONE

PARENT/GUARDIAN NAME WORK PHONE CELL PHONE

PARENT/GUARDIAN NAME WORK PHONE CELL PHONE

I would like my student(s) transported to the following location.

NAME _____ PHONE _____

ADDRESS _____
(Private daycare provider must reside in student's elementary school district.)

WHEN WILL YOUR CHILD REQUIRE TRANSPORTATION?

_____ Before School Only _____ After School Only _____ Before and After School

Date requested to begin: _____

PARENT/GUARDIAN SIGNATURE _____

For Office Use Only

Date Request Received _____ APPROVED TO BEGIN _____

AM BUS# _____ PM BUS# _____

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1. All requests must be received two weeks before the start of school. Any requests received after the stated timeframe may not be approved until the second week of school.
 2. Requests will be handled in the order received and will only be granted if there is room on the bus.
 3. Please list licensed daycare provider (ex: Goddard School, Good Kids, Kindercare, etc.) that student(s) will attend. Daycare at a residence must be within the student(s) elementary district.
 4. Student(s) cannot have more than one afternoon stop. (ie: home 2 days and daycare 3 days).
 5. A bus pass issued by the building principal will be issued for emergency requests only.
 6. Five days' notice should be given for requests/changes.