

TO: ALL PARENTS/GUARDIANS

FROM: District Transportation Office

RE: Bus Registration Form for the School Year

1. **Please complete the school bus registration form if your child's address has changed from the previous year or if your child is a new student.** Complete this form and return it to the school your student will be attending for the 2017-2018. The Transportation Office will need up to three (3) working days upon receipt of registration in order to coordinate transportation.
2. Please insure your residential address is clearly visible at the roadside. The blue reflective markers available from your local fire department work very well. This helps ensure the safest way for us to identify your address.
3. Parents of registered students who desire their child to ride a bus other than their own bus to or from school must provide the bus driver with a written request signed by the principal. **Transportation will only be authorized if there space is available in accordance with state law.**
4. Transportation is provided to and from assigned bus stop. Request for any other pick-up or drop-off location (i.e. daycare, grandparents home, etc.) requires approval by the Transportation Office. You must submit a separate request (Day Care Pick-up or Drop-off Request Form). This form can be obtained at any school and needs to be sent to the Transportation Office at YOUR SCHOOL DISTRICT.
5. We encourage all parents to review the Bus Rules of Conduct with their student and help instill the importance of safe and appropriate bus behavior. Please visit our District web site for additional school bus information. If you should have any questions, please contact the supervisor listed for your specific school. Phone numbers and e-mail addresses are listed on the DISTRICT WEBSITE web site, or call the main Transportation Office at LISTED PHONE NUMBER.

