

Winton Woods Transportation Department
Daycare AND Alternative Stop Request Form

This form is in effect for the 20____ & 20____ school year only.

Requests from district families to provide special transportation to or from any address other than home will be honored only under the following conditions:

1. The alternate stop requested for transportation must be on an existing route **that originates from the school that the student attends**. Additional routes will not be added and existing routes will not be adjusted to accommodate a request. *Primary North & Primary South requests must also be from an address that exists in the boundary assigned to that school.*
2. Space must be available on the bus that we will need to use for your request. If a request is approved and the bus later becomes overcrowded, the request will be reevaluated and may be denied at that time.
3. The transportation requested must be for transportation that is going to be provided on a weekly basis.
4. **Please allow at least 5 school days to process your special transportation request.** You will be notified of approval or denial.

Date: _____ School child is attending: _____

Completing this form DOES NOT guarantee that the request will be approved

Student name: _____ Grade: ____ Preschool: ___ A.M. ___ P.M.

Home address: _____

Parent/Guardian name: _____ Parent/Guardian name: _____

Home phone: _____ Home phone: _____

Cell phone: _____ Cell phone: _____

Work phone: _____ Work phone: _____

Name of child care provider: _____ Phone number: _____

Dates requested - FROM: _____ TO: _____

A.M. address (pick-up) to school: _____

P.M. address (drop-off) from school: _____

Parent/Guardian signature: _____ Date: _____

Due to the high volume of transportation requests, forms received after August 3, 2016 will not be processed till after the first week of school.

Office: 619-2405 Fax: 619-2419