Revised 8/1/19

**PENDER COUNTY SCHOOLS**

 **STUDENT TRANSPORTATION REQUEST FORM**

**2019 – 2020**

 **====================================================================================**

**Completed by Parent/Guardian**

**STUDENT NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Last First Middle**

**SCHOOL**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **GRADE**\_\_\_\_\_\_\_\_\_\_\_\_ **BIRTHDATE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME OF PARENT/GUARDIAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HOME ADDRESS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CITY** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **STATE** \_\_NC\_\_\_\_ **ZIP** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please check if this student does* ***NOT*** *require Bus Transportation* 

***Parent/Guardian’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***ALTERNATE LOCATION ~***

**Use this section only if your child’s bus stop needs to be at a location other than the 911 address listed above. The alternate location must be used on a *daily basis*, must be in the attendance zone of the assigned school and can NOT be a daycare. Give the 911 address of the bus stop location where the child needs to get on and/or off the bus. The student will be assigned to the closest stop available to the requested address.**

**NOTE: “ALTERNATE LOCATION” STOPS WILL BE REMOVED IF BUS REACHES SEATING CAPACITY.**

**\*\*Temporary bus stop changes require a note that contains an administrator’s signature \*\***

**911 ADDRESS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student will need this Alternate Bus Stop:** AM\_\_\_\_\_\_PM\_\_\_\_\_\_ BOTH\_\_\_\_\_\_

Please allow up to **3 to 5 days** to process the bus request. The Bus Driver must have this form before transportation can begin. It is the responsibility of the parent to transport student(s) to and from school until the bus request has been processed.

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**Completed by School Official**

Temporary Bus Stop Assigned by school:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bus # \_\_\_\_\_\_\_\_\_\_\_

(Permanent Bus Stop will be assigned by the Transportation Department & sent back to the school)



# **STUDENT INFORMATION: New Student : yes no Date entered in PS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Power school #**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **School Code**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Power School Data Manager Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email form to*****bus@pender.k12.nc.us***

(no faxes, no school courier)