

# South Central Community Unit School District 401

Kerry Herdes, *Superintendent*  
Kinmundy, Illinois 62854  
618/547-3414

The Board of Education policy allows one consistent AM pick-up location and one consistent PM drop-off location. As stated in the policy, one emergency AM pick-up and one PM drop-off location can be requested in writing by sending a note to the school office by 8:30 a.m. No phone calls will be accepted. Please complete the following so these two locations will be on file at your child's school and bus garage (please print).

Student's Name	Grade
Student's Name	Grade
Student's Name	Grade

I, \_\_\_\_\_  
agree that S.C. CUSD #401 transportation department may drop off my child(ren) at their normal bus stop if no one is home.

**ROUTINE AM & PM Locations**

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

A.M. Pick-up Street Address	
City	
Contact Person	
Home Phone	Cell Phone

P.M. Drop-off Street Address	
City	
Contact Person	
Home Phone	Cell Phone

School Personnel to complete: \_\_\_\_\_  
\* \* \* \* \* Bus #

School Personnel to complete: \_\_\_\_\_  
\* \* \* \* \* Bus #

**EMERGENCY AM & PM Locations**

A.M. <b><u>EMERGENCY</u></b> Pick-up Street Address	
City	
Contact Person	
Home Phone	Cell Phone

P.M. <b><u>EMERGENCY</u></b> Drop-off Street Address	
City	
Contact Person	
Home Phone	Cell Phone

School Personnel to complete: \_\_\_\_\_  
\* \* \* \* \* Bus #

School Personnel to complete: \_\_\_\_\_  
\* \* \* \* \* Bus #

Parent(s)/Guardian(s) Names and Contact Information if different than above:

Name	Home Phone	Cell Phone	Work Phone
Name	Home Phone	Cell Phone	Work Phone

Reviewed by: \_\_\_\_\_  
Administrative Review \_\_\_\_\_ Date \_\_\_\_\_  
Transportation Director Review \_\_\_\_\_ Date \_\_\_\_\_

/ / Approved / / Disapproved