

Madison Local Schools Annual alternate stop request K thru 6

Madison Local schools schedules transportation service for its students in grades Kindergarten through the 6th grade that live more than 1/2 miles from the school they are assigned to. Eligibility for transportation is based on the home address of each child. We recognize that sometimes families have a need for student transportation to and from an address other than their home address. **The district will consider those, but can only honor the requests under the following conditions:**

1. The alternate address requested must be eligible for transportation from the child's school.

2. The alternate address must be accessible to a stop that is already scheduled on a bus route to/from the child's school.

3. There must be space available on the bus.

4. The alternate address must be used on a weekly basis. Day to day changes will not

Be honored for the protection of your child.

5. Requests must be submitted at least 5 days in advance so ensure time to consider the request. You will be notified by the school secretary when changes are made:

Date requested _____ School: _____

Student name: _____ Grade: _____

Home address: _____

Parent / Guardian name: _____

Home Phone: _____ Cell phone: _____ Work Phone: _____

Email address: _____

Alternate address requested: _____

Use AM: ____ PM: ____ Both: ____ Phone number at alt. address: _____

Name of responsible contact at alt. address: _____

Dates requested: Starting: _____ ending: _____

For district/staff use only: Eligible address Y__ N__ / nearest existing stop _____

Bus Number: _____ AM ____ PM ____ Time: _____ Driver notified: _____ Parent

contact made: date _____ time _____ Follow up needed? _____ **Revised 4/26/19**