TRANSPORTATION REQUEST FORM

Revised November 2022

To keep our student database inclusive of transportation requirements, accurate and up-to-date, this form must be completed each time there is a bus change for a student (parent request for childcare, new student to add, student to remove, etc.). According to the laws of the State of New York all requests for child care arrangements must be received by the school district **on or before April 1** for the upcoming school year. Allow up to five business days to process.

Requests received after Aug. 15 may take up to 10 business days to process.

STUDENT'S ID # _____ (To be completed by school)

CURRENT TRIP #:_____ (To be completed by school)

NEW TRIP #: _____ (To be completed by school)

TODAY'S DATE _____

SCHOOL: _____

GRADE: _____

NAME OF STUDENT: _____

PHONE: _____

STUDENT'S ADDRESS: _____

PARENT/GUARDIAN EMERGENCY PHONE NUMBER: _____

REASON FOR REQUEST: (Please check all that apply)

NEW STUDENT ☐

CHILDCARE PROVIDER* ☐

OTHER ☐

Please explain _____

*CHILDCARE PROVIDER NAME: _____

*CHILDCARE PROVIDER ADDRESS: _____

*CHILDCARE PROVIDER PHONE #: _____

*DATE EFFECTIVE: _____

*DAYS CHILDCARE TRANSPORTATION NEEDED: M☐ T☐ W☐ TH☐ F☐

*TIME OF DAY TRANSPORTATION NEEDED: AM☐ PM☐ BOTH☐

SIGNATURE OF PARENT/GUARDIAN: _____

Original to school, copy to business office, copy to bus contractor, copy to parent

Questions or concerns, please contact Kurt M. Wickham, supervisor of transportation/registration at 845-744-4057 or kurt.wickham@pinebushschools.org Ed. Law SS3635(1)(e); 30th Edition School Law, 22:7

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