

**Roxbury Township Public Schools
Transportation Department**

Alternate Bus Stop Request Form 2023/2024 School Year

The Transportation Department will make every effort to accommodate alternate bus stops for daycare or dual custody if a seat is available on the bus within the following guidelines:

- Request must be 5 days per week.
- Parent or Babysitter must reside in the school districted area.
- Daycare center must be on the approved list.
- **Forms need to be completed and sent to the school by August 1, 2023.**
- Forms received after the deadline cannot be guaranteed due to ridership count requirements, and if possible will be granted on or after September 10, 2023.
- Requests or changes during the school year require a 5-day notice.

**** All areas must be completed or request will not be processed.**

Date of Request: _____

School Attending: _____ Grade: _____

Student Name: _____ Phone: _____

Home Address: _____

Alternate Stop Requested: _____

Address: _____

Date busing to begin: _____

Please circle to indicate:

To School Only From School Only To/From School Cancel Request

Transportation is requested for my child as indicated above on a 5-day per week basis.

Parent/Guardian Signature: _____ Date _____

Parent/Guardian email address: _____

Transportation Confirmation

Request Granted: Y / N Date to begin : _____ Bus Assignment: _____

Staff Signature: _____ Date: _____