



SCHOOL DISTRICT of BARABOO

Request for On-Going Transportation to an Alternate Location

751-Exhibit (1)

This form is to record requests to transport children to school from a location OTHER than the child's primary residence and/or from school to an alternate location.

Please complete this form and mail it to the School District of Baraboo Business Office at 423 Linn St, Baraboo, WI 53913 (fax: 608-355-3919).

Please allow one week for processing and routing of the request. You will be called to confirm that the request has been accepted and implemented.

District guidelines for transportation to alternate locations (secondary residence, licensed day care) is as follows:

1. The District is **not** required to transport children to alternate locations and may suspend or discontinue this service at any time for any reason.
2. Students in grades 4K through 2 will receive priority over student in grades 3-5. This is not available for students in grades 6-12.
3. Students may be transported to an alternate location if no change in existing or planned bus routes is necessary. Transportation to an alternate location that would require changes to existing routes will be considered on a case-by-case basis.
4. Students may be allowed to ride a different bus for child-care transportation if room is available on the bus.
5. Eligible students will not be bused if the alternate location is within the walking area of the school.
6. Students who are shuttled to a school other than their home school due to crowding may be shuttled to the home school for the alternate location and may be required to walk from that school to the alternate location.
7. Children not normally eligible for busing can apply for this service on a space available basis.
 - a. In the event that seats originally available to provide this service are subsequently assigned to students who are regularly eligible for busing on a given route, students who were approved last will be dropped from the service first.

Requests must be renewed annually. In the event of changes in location, new applications must be submitted. Multiple (more than two) changes during a school year may result in denial of application.

There can only be up to two (2) regularly scheduled pick-up points before school and two (2) regularly scheduled destinations after school. Schedules must be fixed.

Child's Name: _____ Primary Home Phone: _____

Primary Home Address: _____

School: _____ Grade: _____

Yes, I would like transportation FROM an alternate location BEFORE school.

Mo Tu

Where (address): _____

We Th

Name: _____ Phone No. _____

Fr **OR**

Start Date: _____ End Date: _____

Every Other Week

Yes, I would like transportation TO an alternate location AFTER school.

Mo Tu

Where (address): _____

We Th

Name: _____ Phone No. _____

Fr **OR**

Start Date: _____ End Date: _____

Every Other Week

Parent's Name(s): _____

Parent's Signature(s): _____

Today's Date: _____

Thank you. If you have any questions, please call the Business Office at (608) 355-3955.

Transportation Office Use Only

Approved Denied Initials and Date: _____

Comments: _____

Route No. _____ Driver _____ Notified: _____