

# WASHINGTON SCHOOL TRANSPORTATION REQUEST FORM

PLEASE REVIEW THE SECOND PAGE FOR ELIGIBILITY

PARENTS/GUARDIANS MUST COMPLETE A TRANSPORTATION FORM TO RECEIVE BUSSING

ALL BUS FORMS ARE DUE BY THE 2ND FRIDAY OF JULY FOR BUSSING TO START ON THE 1ST DAY OF SCHOOL



Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_

**OFFICE USE ONLY**

NEW

CHANGE

EFFECTIVE DATE \_\_\_\_\_

My child needs transportation **TO** school

Days of the week:

Pick-up Address: \_\_\_\_\_

Mon

Tues

Wed

Thur

Fri

Parent/Guardian will provide transportation **TO** school

My child needs transportation **FROM** school

Days of the week:

Take-home Address: \_\_\_\_\_

Mon

Tues

Wed

Thur

Fri

Person retrieving child off bus: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent/Guardian will provide transportation **FROM** school

**COMPLETE IF YOUR CHILD IS ATTENDING 4K:**

Washington School of Early Learning

Teacher's Name (if known): \_\_\_\_\_

AM

PM

**Individualized Education Plan (IEP)?**

YES

NO

**COMPLETE IF YOUR CHILD IS ATTENDING AN EARLY CHILDHOOD PROGRAM:**

Washington School of Early Learning

Park & Rec - Washington Park

Teacher's Name (if known): \_\_\_\_\_

Days Attending:

M&W

T&TH

M-TH

AM

PM

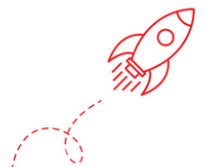
Describe any special needs for your child:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Placement? YES  NO  Notes: \_\_\_\_\_



## **ELIGIBILITY TO RIDE THE BUS IS BASED ON YOUR CHILD'S HOME ADDRESS**

Please review the information on this page for more information about eligibility and bus routes.

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- Transportation forms received after July 15<sup>th</sup> will result in no bussing to start the school year. Bussing would likely start by the third week of school.
- Transportation forms received throughout the month of September will have bus routes set up 2 weeks after receipt of the form.
- Beginning October 1, all forms are due to the school office no later than 11:00am on Wednesday in order for transportation to take effect on the following Monday.

Forms can be dropped off during school hours (Monday-Friday between 8am and 3:45pm) or sent US mail to 220 E Franklin Ave, Neenah, or emailed to [washingtonoffice@neenah.k12.wi.us](mailto:washingtonoffice@neenah.k12.wi.us).

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### **Does my child qualify for District Transportation?**

- **AM Session:**
  - **TO School:** Students with a **home address that is outside of a two-mile radius** from their assigned 4K site are eligible to receive bus transportation TO school. Students within a two-mile radius of the school site will not be eligible for transportation through NJSD.
  - **FROM School:** All students are eligible to receive transportation FROM school for the AM session.
- **PM Session:**
  - All students are eligible for transportation **TO** and **FROM** school for the PM session.
- If a parent/guardian completes the boundary request to attend a 4K site that is not the homebased site, the parent/guardian will be responsible for transportation to and from school.
- Students who attend the NJSD 4K Programs through Open Enrollment will not qualify for the district transportation.
- Parents may contact Kobussen (920-722-8572) to see if transportation is available for a fee.

### **What if my child is picked up or dropped off at a location that is not my home address?**

- 4K students who qualify for bussing may be picked up or dropped off at any home or daycare within the NJSD boundary.
- The pick-up and drop off addresses may differ from each other, but the address for pick up and the address for drop off must be the same each day. *For example, we can pick up from home every day, and drop off at daycare every day. However, we will not pick up from home 3 days a week and pick up from childcare 2 days a week.*

### **How will I know if my child receives transportation?**

- Once the Transportation Request Form is completed and received by the Washington School Office, the following steps occur:
  - NJSD and Kobussen determine whether the child qualifies for transportation.
  - When a student qualifies, Kobussen will determine the bus route.
  - Communication with bus route information is provided to the parents/guardians via email invite through the Stop Finder application.
    - If you do not receive an email invite to download Stop Finder, please contact the District Office at 920-751-6800.
- Bus riders will be given a bus tag at the Open House; last week of August. Parents/guardians will place the bus tag on the outside of the child's backpack so it is visible to the bus driver and school staff.

Specific questions should be directed to the Washington School Office by calling 920-751-6990 or emailing [washingtonoffice@neenah.k12.wi.us](mailto:washingtonoffice@neenah.k12.wi.us)