



TROTWOOD-MADISON CITY SCHOOL DISTRICT

TRANSPORTATION

In order to utilize school bus transportation, the following regulations apply:

1. The child/children must be eligible for bus transportation.
(Definition: The student's residence to school must be at least 1.5 miles for grades K-12)
2. The bus assignment is for every day of the week, every week of the school year. Requests will not be honored for partial weeks or every other week.
3. Bus assignments are determined by the student's primary address and students will be transported to/from this location.
4. Requests for transportation to/from an alternate address requires approval by the Transportation Office and must meet the following criteria:
 - (a) The child/children must be eligible bus riders.
 - (b) An open seat must exist on the alternate bus and a new stop is not required.
 - (c) The alternate address must be located within the school boundaries and at an address which meets eligibility for busing.

PURPOSE OF REQUEST: New Bus Rider Change Registration (allow 48-72 hours processing time)

	STUDENT NAME(S)	SCHOOL	GRADE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Home Address: _____ AM PM

Requested Alternate Address: _____ AM PM

Alternate Address- Contact Name _____ Contact Phone Number _____

Parent/Guardian's Signature _____ Parent/Guardian's Phone Number _____

Parent/Guardian's Email _____ Date _____

✦ Parents/Guardians will receive written notification of student's bus assignment via US Mail or Email.

TRANSPORTATION SERVICES USE ONLY:

AM PM BUS #: _____ STOP LOCATION: _____ New Stop: AM PM
 AM PM BUS #: _____ STOP LOCATION: _____ Hazardous Route
 Alternate Request Denied Reason: _____ Non-Reimbursable
 Parent Notification Sent: US Mail Email Date: _____ SIS TR SC