



WEST SHORE SCHOOL DISTRICT

507 Fishing Creek Road ■ P.O. Box 803 ■ New Cumberland, Pennsylvania 17070-0803

Transportation Exception Request • 2025-2026

Please submit completed request to the WSSD Administration Building.

Note to Parent/Guardian: A separate form should be used for each child unless they attend the same school. When requesting a transportation exception, it is important to note that a student may not be assigned to two different bus runs (seats) and exceptions will only be made within the same attendance area of the child's home school. As such, students approved for an attendance exception will not be transported by District transportation. All information is to be filled in for the school year requested. An email will be sent to notify you of the District's decision regarding the exception requested.

PLEASE NOTE: It may take up to ten (10) business days for exceptions to be processed.

Student(s) _____ Grade(s) _____
Parent/Guardian _____ Relationship _____
Home Address _____ Cell Phone _____
_____ EmailAddress _____

Home School _____ Requested Start Date of Exception _____

Reason for this request (attach additional pages if needed): _____

If the reason listed above is child care, please provide the following information:

Name of Child Care Provider _____

Address* _____ Phone _____

**If approved, the student will be assigned to the bus stop designated for the care provider's address.*

Parent/Guardian Signature _____ Date _____

50/50 Custody Requests ONLY – Attach Custody Order stating 50/50 shared custody or a Notarized affidavit/letter signed by both parents stating 50/50 shared custody

Parent/Guardian #2 _____ Cell Phone _____

Home Address _____ Email Address _____

Transportation Office Use:

☐ Approved AM Bus # _____ Bus Stop _____ Time _____
PM Bus # _____ Bus Stop _____ Time _____

☐ Denied ☐ Not consistent with Board Policy ☐ Space is not available on requested bus
☐ Not consistent with route/stop guidelines ☐ Student holds a seat on another bus
☐ Other: _____

Supervisor of Transportation Signature _____ Date _____