

# REQUEST FOR ALTERNATE TRANSPORTATION (PICK UP/ DROP OFF)

Waunakee Community School District

2017-18 School Year

(One form per child please)

Please complete this form if you are requesting a pick up or drop off of your child other than your home address.

Check One: <input type="checkbox"/> This is a new request <span style="margin-left: 150px;"><input type="checkbox"/> This is a Change from a Previous Request</span> <input type="checkbox"/> Delete Previous Request and use Home Address <span style="margin-left: 50px;"><i>Changes may take up to 5 business days to complete.</i></span>	
<b>CHILD'S INFORMATION (One child per form)</b>	
Full Name _____	DOB _____ Sex M ___ F ___
Grade Level 2017/18 _____	School Building _____ Request Date _____
Parent/Guardian Name _____	Phone (h) _____ Phone (w) _____
Home Address _____	Phone (c) _____
Check One: <input type="checkbox"/> Walk Zone <input type="checkbox"/> Bus Rider Zone <input type="checkbox"/> Open Enrolled Student	Email _____
<b>SECOND HOUSEHOLD <input type="checkbox"/> Not Applicable</b>	
Parent/Guardian Name _____	Phone (h) _____ Phone (w) _____ Phone (c) _____
Home Address _____	Email _____
<b>AM ALTERNATE ADDRESS (Pick Up to School)</b>	
Days Requested (circle) M T W T F	Check One: <input type="checkbox"/> In-Home Daycare on Bus Route <input type="checkbox"/> Bused Daycare Facility
Address Requested for AM Pick Up _____ <i>Required: Street #, Street Name, Facility Name-if applicable</i>	
Responsible Adult _____	Phone # _____
<b>PM ALTERNATE ADDRESS (Drop Off from School)</b>	
Days Requested (circle) M T W T F	Check One: <input type="checkbox"/> In-Home Daycare on Bus Route <input type="checkbox"/> Bused Daycare Facility
Address Requested for PM Drop Off _____ <i>Required: Street #, Street Name, Facility Name-if applicable</i>	
Responsible Adult _____	Phone # _____
<b>PAYMENT OPTIONS</b>	
<input type="checkbox"/> Online Fee Payment <input type="checkbox"/> Payment Enclosed \$ _____ Check # _____ <i>Payment will be returned if fee does not apply. Refunds not provided after service has started.</i> Mail or deliver requests with applicable payment to: Waunakee Community School District Attn: Alt Transportation Processing 905 Bethel Circle • Waunakee, WI 53597 Questions: (608) 849-2000 Opt. 3 then press 1 WCSD Business Office • (608) 850-5253 Lamers Opt. 2 Revised 8.28.17	<b>District Office Use Only</b> <input type="radio"/> Request Rec'd ___/___/___ <input type="radio"/> Walk Zone to Bus <input type="radio"/> Bused Daycare Facility <input type="radio"/> No Fee (bus to bus/shuttle) <input type="radio"/> Busing Not Available <input type="radio"/> Notified Lamers ___/___/___ <input type="radio"/> Effective Date ___/___/___

1. For safety reasons, only 2 pickup/drop off locations will be permitted (including home) and schedules must be consistent week to week. Varying schedules will not be permitted except in emergencies. Changes in schedule must be approved by the bus company. Allow up to 5 business days for changes to be approved.
2. Childcare providers must be on established routes, and there will be no additional stops or overloading of buses for the purpose of transportation to childcare providers. If the bus fills with students whose homes are on the route, transportation to childcare providers will no longer be available.
3. Transportation fees apply to families when your home is not eligible for busing or when the childcare provider's facility is not eligible for busing. Please see Eligibility/Fee Schedule for details.
4. If a fee is applicable, payment is required with the submission of this form. Refunds will be provided if, upon review, a fee is not applicable. Requests will not be scheduled if a fee is required and not included with the form. If you prefer Online Fee Payment, you must submit your request for this option no later than Friday, August 11th to allow time for fee set-up in your child's Infinite Campus account. The online payment option is not available for St. John's Families. Refunds will not be provided after service has started. Please see review Fee Scenarios on the reverse side of the Eligibility/Fee Schedule for specific examples of when fees are charged or not.