

REQUEST FOR ALTERNATE TRANSPORTATION (PICK UP/ DROP OFF)

Waunakee Community School District

2018-19 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: This is a new request This is a Change from a Previous Request
 Delete Previous Request and use Home Address *Changes may take up to 5 business days to complete.*

CHILD'S INFORMATION (One child per form)

Full Name _____ DOB _____ Sex M ___ F ___

Grade Level 2018/19 _____ School Building _____ Request Date _____

Parent/Guardian Name _____ Phone (h) _____

Phone (w) _____

Home Address _____ Phone (c) _____

Check One: Walk Zone Bus Rider Zone Open Enrolled Student Email _____

SECOND HOUSEHOLD Not Applicable

Parent/Guardian Name _____ Phone (h) _____

Phone (w) _____

Home Address _____ Phone (c) _____

Email _____

AM ALTERNATE ADDRESS (Pick Up to School)

Days Requested (circle) M T W T F Check One: In-Home Daycare on Bus Route Bused Daycare Facility

Address Requested for AM Pick Up _____

Required: Street #, Street Name, Facility Name-if applicable

Responsible Adult _____ Phone # _____

PM ALTERNATE ADDRESS (Drop Off from School)

Days Requested (circle) M T W T F Check One: In-Home Daycare on Bus Route Bused Daycare Facility

Address Requested for PM Drop Off _____

Required: Street #, Street Name, Facility Name-if applicable

Responsible Adult _____ Phone # _____

PAYMENT OPTIONS

Online Fee Payment Payment Enclosed \$ _____ Check # _____

Payment will be returned if fee does not apply. Refunds not provided after service has started.

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 ext. 8491

WCSD Business Office • (608) 850-5253 Lamers Opt. 2

Revised 8.28.17

District Office Use Only

Request Rec'd ___/___/___

Walk Zone to Bus

Bused Daycare Facility

No Fee (bus to bus/shuttle)

Busing Not Available

Notified Lamers ___/___/___

Effective Date ___/___/___

- 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.
- 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.
- 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.
- 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.