



Day Care or Alternate Address Form

SPRING LAKE PARK SCHOOLS

Unless informed otherwise, the Transportation Department will assume all students are to be picked up and dropped off at the stop nearest their home address. Only complete this form if your children will attend a day care facility or alternate residence where they would need transportation services. For safety reasons, all students are limited to one pickup location and one drop off location, and they must be consistent for everyday of the week. Should you need to make a change in day care/alternate address location during the school year, please complete a new form and submit to transportation@district16.org. The day care/alternate address location must be within your school's attendance boundary. It may take 3-5 business days for the change to take effect. During this time, it is the parent's responsibility to transport. If you have any questions, please contact the Transportation Department at 763-600-5590. **This form is due by July 15.**

Student 1 Name: _____	Grade: _____	School: _____					
To School: <i>(choose only one)</i>	<input type="checkbox"/> Ride from existing stop	<input type="checkbox"/> Ride from daycare/alt.	<input type="checkbox"/> A.M. no ride	From School: <i>(choose only one)</i>	<input type="checkbox"/> Ride to existing stop	<input type="checkbox"/> Ride to daycare/alt.	<input type="checkbox"/> P.M. no ride
Student 2 Name: _____	Grade: _____	School: _____					
To School: <i>(choose only one)</i>	<input type="checkbox"/> Ride from existing stop	<input type="checkbox"/> Ride from daycare/alt.	<input type="checkbox"/> A.M. no ride	From School: <i>(choose only one)</i>	<input type="checkbox"/> Ride to existing stop	<input type="checkbox"/> Ride to daycare/alt.	<input type="checkbox"/> P.M. no ride
Student 3 Name: _____	Grade: _____	School: _____					
To School: <i>(choose only one)</i>	<input type="checkbox"/> Ride from existing stop	<input type="checkbox"/> Ride from daycare/alt.	<input type="checkbox"/> A.M. no ride	From School: <i>(choose only one)</i>	<input type="checkbox"/> Ride to existing stop	<input type="checkbox"/> Ride to daycare/alt.	<input type="checkbox"/> P.M. no ride
Student 4 Name: _____	Grade: _____	School: _____					
To School: <i>(choose only one)</i>	<input type="checkbox"/> Ride from existing stop	<input type="checkbox"/> Ride from daycare/alt.	<input type="checkbox"/> A.M. no ride	From School: <i>(choose only one)</i>	<input type="checkbox"/> Ride to existing stop	<input type="checkbox"/> Ride to daycare/alt.	<input type="checkbox"/> P.M. no ride

Student's Home Address: _____
House Number, Street Name, Apt. Number City State Zip

Home Phone: _____

Mailing Address (if different from above): _____
House Number, Street Name, Apt. Number City State Zip

Will your student ride to or from a day care provider or alternate location other than their home address?
 No Yes *(If yes, please provide us with the contact information and address for this location.)*

Day care Provider/Alternate's Name: _____ Effective Start Date: _____

Alternate's Address: _____
House Number, Street Name, Apt. Number City State Zip

Alternate's Phone Numbers: _____

Do these students have a split household and do they need transportation to both locations? No Yes
*If your children are shared between split households, please submit this form for **both** residences and contact us if you have further questions.*

Printed Parent/Guardian Name: _____ Contact Phone: _____

Signature of Parent Guardian: _____ Date: _____

Please return this form to the Transportation Department
Mail: Spring Lake Park Schools – Transportation Department, 1415 81st Avenue NE, Spring Lake Park, MN 55432
Drop Off: District Services Center or your child's school **Email:** transportation@district16.org