



**Susquehanna Township School District**  
**2579 Interstate Drive**  
**Harrisburg, PA 17110**  
**(717)657-5100 x. 50143**

**CHANGE OF ADDRESS FORM**

**STUDENT INFORMATION** (Please complete a form for each student in the household)      **DATE:** \_\_\_\_\_

Student First & Last Name	Date of Birth (MM/DD/YY)	Grade	School

**NEW ADDRESS** \_\_\_\_\_  
*(Street Address, Apt., City, State, Zip Code)*

**PREVIOUS ADDRESS** \_\_\_\_\_  
*(Street Address, Apt., City, State, Zip Code)*

**PARENT/LEGAL GUARDIAN INFORMATION** (complete sections 1 and 2 as applicable)

1. \_\_\_\_\_  
Parent/Guardian Full Name      Home Phone \_\_\_\_\_

\_\_\_\_\_  
Address (if different from student)      Mobile Phone \_\_\_\_\_

\_\_\_\_\_  
Email Address      Work Phone \_\_\_\_\_

2. \_\_\_\_\_  
Parent/Guardian Full Name      Home Phone \_\_\_\_\_

\_\_\_\_\_  
Address (if different from student)      Mobile Phone \_\_\_\_\_

\_\_\_\_\_  
Email Address      Work Phone \_\_\_\_\_

**STUDENT TRANSPORTATION FORM**

**New assignments will be available in the My Ride K-12 mobile app. Hard copy transportation assignments will not be provided.**

A. **Student's Name:** \_\_\_\_\_  
School: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
Guardian's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Home Address: \_\_\_\_\_

**B. Transportation Request:**

Change in current transportation assignment, requested effective date: \_\_\_\_\_

\_\_\_\_\_ **Option 1:** I would like my child to be transported daily to and from our home address, which is noted above.



If this change is due to a new home address, you must first submit a [Change of Address Form](#) and supporting documents.

\_\_\_\_\_ **Option 2:** I *do not* want my student transported *to and from* our home address. Please transport my student as follows: (Address must be located within district boundaries and cannot vary from day to day or week to week. See policy on the next page.)

AM daily pick-up: \_\_\_\_\_  
(Address)

Person responsible for my student:  
\_\_\_\_\_  
(Name) (Phone #)

PM daily drop-off: \_\_\_\_\_  
(Address)

Person responsible for my student:  
\_\_\_\_\_  
(Name) (Phone #)

C. \_\_\_\_\_  
Parent/Guardian Signature Date

1. To ensure the safety of our students, there could be up to a five-day waiting period during the school year for your change request to be completed.
2. Summer change requests for the new school year should be submitted no later than August 1<sup>st</sup>. Changes received after this date are not guaranteed to be in place for the start of school.

SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT  
Harrisburg, Pennsylvania 17109

**POLICY**

**PUPIL TRANSPORTATION**

The Susquehanna Township School District shall provide transportation for resident students, in grades kindergarten through twelve, to the district public schools and those non-public schools, located within a ten (10) mile road distance of the school district boundaries (as required by the Law of the Commonwealth of Pennsylvania).

School bus service is available to all students who reside more than a mile-and-a-half from the school they attend. Bus service is additionally provided in a closer area if the students must cross roads that have been determined as being hazardous by the Department of Transportation. Students may walk from one-tenth to one-quarter of a mile to a bus stop as determined by the school district. Transportation shall be furnished between the district determined bus stops and the schools to which the students are assigned.

**PROCEDURES**

Eligibility for bus transportation shall be determined at the time of registration. Transportation shall be furnished only to and from the assigned stop. \* Written requests from a parent or guardian to change a student's pick-up or drop-off point must be filed with the Business Manager, who shall be responsible for making a final determination relative to the parental and/or guardian request.

Kindergarten through fifth grade students may be transported to and/or from babysitters and/or day care centers provided the stops are located within the boundaries of the school district. Arrangements for transportation to and/or from babysitters and/or day care locations must be made on a permanent basis. These arrangements will not vary day to day or week to week, i.e., requests for alternate days to different locations will not be honored. The district is not authorized to provide transportation to and/or from locations outside of its respective boundaries.

In the interest of safety, elementary students are not permitted to use bus transportation for any other purpose than to be transported to their assigned bus stops based on their place of residency or previously approved child care facilities. Only in the case of an emergency will exceptions to this policy be considered by the building principal and then only in accordance with the individual school procedures.

Secondary building principals will honor written requests for a bus change for specific reasons. The change will be subject to availability of space on the bus involved. No requests will be approved if it is a convenience request, i.e., transportation to a job site.

The law prohibits a bus driver from changing stop locations without the approval of the school district administration.

A change in transportation assignment, for reason(s) other than a residence change, if approved by the Business Manager, shall be subject to seating space availability and shall be permanent.

\*Transportation to and from district buildings may also be provided in relation to the YMCA School Age Child Care Program.

Approved by the School Board - May 8, 1989 Amended by  
the School Board - January 8, 1990 Amended by the School  
Board - October 28, 1996

**SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT RESIDENCY AFFIDAVIT  
(TO BE COMPLETED BY RESIDENT ONLY)**

I/We, the undersigned, attest that all information provided here is correct and/or current. I/We understand that if the residence should change, for any reason, it is the responsibility of the resident to notify the Susquehanna Township School District and amend this residence affidavit.

**RESIDENT INFORMATION**

\_\_\_\_\_  
Resident Full Name

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Address (if different from student)

\_\_\_\_\_  
Mobile Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Name of Spouse (if applicable)

\_\_\_\_\_  
Spouse Mobile Phone

I/We are the homeowner(s) of the above property. Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, attach copies of one document from List A and one document from List B)

I/We are the renters/lessors of the above property. Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, attach copies of one document from List A and one document from List B)

I/We are multiple occupants and reside in the above property. Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, the Multiple Occupant Family Member must provide copies of two documents from List B and complete the Multiple Occupancy Form. The Homeowner/Lessor must provide a copy of one document from List A and one from List B.)

**\*\*Please note that both the Multiple Occupant Family Member and the Homeowner/Lessor must be present at the District Office to sign and have the MO documents notarized.**

List A: Deed \_\_\_\_\_ Mortgage \_\_\_\_\_ Real Estate Taxes \_\_\_\_\_ Lease/Rental Agreement \_\_\_\_\_ Agreement of Sale \_\_\_\_\_ Contract \_\_\_\_\_  
List B: PA License \_\_\_\_\_ PA ID Card \_\_\_\_\_ PA Auto Registration \_\_\_\_\_ Utility Bill \_\_\_\_\_ Bank Statement/Credit Card Bill \_\_\_\_\_ Check Stub \_\_\_\_\_

I verify the statements made in the foregoing document are true and correct to the best of my knowledge, information or belief. I understand that false statements made herein are made subject to penalties of 18 Pa.C.S § 4909, relating to unsworn falsification to authorities.

I grant the school district permission to investigate the information I have presented in this statement by discussing the presented information with all appropriate parties, as necessary to confirm the factual accuracy.

\_\_\_\_\_  
(Signature of Resident)

\_\_\_\_\_  
(Printed Name of Resident)

\_\_\_\_\_  
(Date)