



Millcreek Township School District

Transportation Department
3740 West 26th Street
Erie, PA 16506
(814) 835-5323 Transportation
(814) 835-5312 Central Registration

Dual Custody Transportation Request

Notification to Central Registration
and Transportation Department
To be completed by Parent or Guardian
Version 17.2

Dual Custody Transportation Requests will not be granted **unless dual custody documentation is filed** with Central Registration and both households are within the boundaries of Millcreek Township School District.

Completed request forms must be submitted to the Central Registration Office located at address listed above at least five (5) business days before transportation can be provided.

Please note that this transportation request does not guarantee approval, and ALL elementary students are required to have a fixed schedule.

Primary Household Information:

Today's Date: _____

Parent/Guardian Last Name: _____	Parent/Guardian First Name: _____
Home Address: _____	Zip Code: _____
Email Address: _____	Home Phone: _____
Mobile Phone: _____	Work Phone: _____

Parent/Guardian Signature: _____

Secondary Household Information:

Parent/Guardian Last Name: _____	Parent/Guardian First Name: _____
Home Address: _____	Zip Code: _____
Email Address: _____	Home Phone: _____
Mobile Phone: _____	Work Phone: _____

Parent/Guardian Signature: _____

Student Information: List each student within household requesting Dual Custody Transportation.

Student ID#: _____	Last Name: _____	First Name: _____
School: _____	Grade: _____	
Student ID#: _____	Last Name: _____	First Name: _____
School: _____	Grade: _____	
Student ID#: _____	Last Name: _____	First Name: _____
School: _____	Grade: _____	

Primary Household Schedule: Monday Tuesday Wednesday Thursday Friday
 AM PM AM PM AM PM AM PM AM PM

Secondary Household Schedule: Monday Tuesday Wednesday Thursday Friday
 AM PM AM PM AM PM AM PM AM PM

Date for Transportation Change to Begin: _____
Month/Day/Year

Central Registration Office Use

Date Received in Office: _____

Dual Custody Papers Filed/On File: Yes No
Status: **Approved** **Denied**

Transportation Office Use

Date Received in Office: _____

Status: **Approved** **Denied**
Notified Both Households: Yes Email Phone

*In the event that the request is denied, **Central Registration** will inform the parents as to the reason and what necessary documentation needs to be provided and what additional steps are necessary in order for the request to be approved.*