



# EASTWOOD LOCAL SCHOOLS

Transportation Department  
4800 Sugar Ridge Rd.  
Pemberville, OH 43450  
419-833-1493  
419-833-3312 (fax)

Hours of operation: Monday through Friday, 8:00 a.m. - 5:00 p.m. (summer hours may vary)

Dear Parents:

It's time to plan bus routes for the 2021-22 school year, and we need to hear from you. A MAXIMUM of TWO locations for busing can be requested, i.e., a primary address, and ONE secondary address (such as a babysitter) that is 1) located on an established bus route; and 2) will be used in conjunction with a *consistent, repetitive* weekly schedule. This schedule will be put into place for the entire school year. If modifications are needed, this request form must be re-submitted, and once approved, will be implemented after 3-5 business days. We are unable to process telephone requests.

Please complete this form by May 3, 2021 even if you do not need to change your busing for next year. Any modifications to this plan must be made through the Transportation Department IN WRITING by Friday, August 6, 2021. **Changes requested after August 6 may not be implemented until WEDNESDAY, SEPTEMBER 8, 2021.**

\*\*\*\*\*

Student Name: \_\_\_\_\_ Grade (2021-22): \_\_\_\_\_

Home Address: \_\_\_\_\_

\*\*\*\*\*

A. Do you require bus transportation for the 2021-22 school year? (circle) Yes No

B. If you answered **NO** in Section A, you need not continue. Please complete this form by May 3, 2021.

If you answered **YES** in Section A, please continue with the Transportation Request Form (included on the back of this letter).

**Please sign and return this form by fax to 419-833-3312, by email to [svolschow@eastwoodschoools.org](mailto:svolschow@eastwoodschoools.org), or by U.S. mail to EASTWOOD LOCAL SCHOOLS, Transportation Dept, 4800 Sugar Ridge Rd, Pemberville, OH 43450.**

If you have any questions, please contact the Transportation Department at 419-833-1493, Monday through Friday, between the hours of 8 a.m. and 5 p.m.

**\*\* PLEASE GO TO PAGE 2 IF YOU ARE USING ALTERNATE ADDRESSES \*\***

**EASTWOOD LOCAL SCHOOLS  
2021-22 TRANSPORTATION REQUEST**

THIS FORM **MUST** BE RETURNED IN ORDER TO RESERVE ROOM FOR YOUR STUDENT ON AN EASTWOOD LOCAL SCHOOLS BUS!

A MAXIMUM of TWO locations for busing can be requested, i.e., a primary address and ONE alternate address (such as a babysitter), that is 1) located on an established bus route; and 2) is in conjunction with a *consistent, repetitive* weekly schedule.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

#1) Primary Address: \_\_\_\_\_

Name of Resident (if other than home address): \_\_\_\_\_

Phone: \_\_\_\_\_

**\*\*Required:** Circle days for pickup: M T W Th F

**Circle days for drop-off: M T W Th F**

(Unless parents pick up from after school activities)

\*\*If you only need the primary pickup and dropoff location, you need not continue. Please complete this form and return by fax, email, or U.S. mail by May 3, 2021\*\*  
 \*\*Schedule changes must be received by August 6, 2021 in order to ensure busing for your student on the first day of school. Changes made after this date will not be scheduled until Wednesday, September 3, 2021.\*\*

#2) Secondary Address: \_\_\_\_\_  
 (Must be on established bus route and used as part of a **repetitive, weekly** schedule)

Name of Resident: \_\_\_\_\_

Resident Phone: \_\_\_\_\_

**\*\*Required:** Circle days for pickup: M T W Th F

**Circle days for drop-off: M T W Th F**

(Unless parents pick up from after-school activities)

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only:

<b>ASSIGNED TO:</b>		
# ___ am pm / # ___ am pm	___ Add to your route sheet	___ New route sheets attached
Notes/Instructions:		
<b>REMOVE FROM ROUTE(S):</b>		
# ___ am pm / # ___ am pm	___ Remove from your route sheet	___ New route sheets attached
Notes/Instructions:		