



**Millcreek Township School District**

Transportation Department  
3740 West 26<sup>th</sup> 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: _____	
Student ID#: _____	Last Name: _____	First Name: _____
School: _____	Grade: _____	

**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.*