



**2023-2024 School Year  
Penn Hills School District**



Please complete a **separate form for each child** requiring transportation. Your child will not be scheduled for transportation until a completed form is submitted to the PHSD Transportation Department.

|  |                          |               |  |
|--|--------------------------|---------------|--|
| Name of Student:   |                          | Today's Date: |  |
| Physical Address:  |                          |               |  |
| Name of Non Public School Attending:   |                          |               |  |
| School Year:   | Grade in September:      | Birthdate:    |  |
| Check Needed Transportation: <input type="checkbox"/> AM ONLY <input type="checkbox"/> PM ONLY <input type="checkbox"/> AM & PM <input type="checkbox"/> NO TRANSPORTATION |                          |               |  |
| If you child received transportation from PHSD last year, please indicate the bus #:   |                          |               |  |
| Parent/Guardian #1   |                          |               |  |
| Print Name:  | Relationship to Student: |               |  |
| Cell Phone:  | Home Phone:              | Work Phone:   |  |
| Email:   |                          |               |  |
| Parent/Guardian #2   |                          |               |  |
| Print Name:  | Relationship to Student: |               |  |
| Cell Phone:  | Home Phone:              | Work Phone:   |  |
| Email:   |                          |               |  |
| Emergency Contact Name & Phone Numbers (other than parents/guardians)  |                          |               |  |
| Name:  | Relationship:            | Phone:        |  |
| Name:  | Relationship:            | Phone:        |  |

**THIS REQUEST MUST BE RENEWED EACH SCHOOL YEAR**

*Forms must be submitted to the Penn Hills School District's Transportation Office, no later than **July 1**, or transportation cannot be guaranteed by the start of school.*

- ❖ If your child is transferring to a non-public school, or if you are new to our District, before requesting transportation you must register your child at one of the three PHSD Pupil Registration Offices located in each of the school buildings.
- ❖ If childcare is needed, you must complete a SPECIALIZED TRANSPORTATION REQUEST FORM and submit it to the PHSD Transportation Office. This form is available on the Transportation Department page of our website: <https://www.phsd.k12.pa.us>
- ❖ It is very important to designate the required transportation to ensure accurate stop times. If your child will not be riding in the AM, please DO NOT mark it. If your situation changes during the year, a new form must be completed and submitted to the Transportation Office at PHSD Administration. This form is available on the Transportation Department page of our website: <https://www.phsd.k12.pa.us>
- ❖ Requests for changes in transportation may take 3-5 days to implement.
- ❖ Forms can be submitted by Email to: [bus@phsd.k12.pa.us](mailto:bus@phsd.k12.pa.us) or by mail to 260 Aster St, Pittsburgh PA 15235.