

Alexandria Public Schools Transportation Request Form

Please fill out one form per student!

- The Alexandria Public Schools Transportation Department develops bus routes and stops based on a student's home address, unless informed otherwise. Please complete this form even if **NO** transportation is needed to help us in scheduling routes. You can indicate transportation **NOT NEEDED** in the form below.
- Bus services will be provided for your child to a location other than your home address if the location is within your school attendance area and a Transportation Request Form has been completed by a parent/guardian.
- This form must be completed if changes occur during the school year.
- Per School District policy 730, section IV, subsection F, the Transportation Department will only honor **one drop-off location after school**.

Today's Date _____ Effective Date _____

Allow five (5) working days for implementation.

Student Information

Name: _____
Last First

School: _____ Enrolling Grade: _____

Parent/Guardian: _____

Home Address: _____

Street Address

Apartment/Unit #

City

State

Zip Code

Primary Phone: _____ Alternate Phone: _____

***Alternate Address: Must be in the Student's School Attendance Area for bus service**

Contact Person: _____ Phone: _____

Address: _____

Street Address

Apartment/Unit #

City

State

Zip Code

Comments: _____

Please Check One

PICK UP my child at the nearest bus-stop location to: _____ Home ___ Alternate ___ Not Needed

DROP OFF my child at the nearest bus stop location to: _____ Home ___ Alternate ___ Not Needed

If you have questions, please call the Alexandria Public Schools Transportation Department at (320) 762-3317.

Office Use Only: Secretary Changes: _____ Transportation Routed: _____

Parent Contact: _____