



## Suffern Central School District Alternate Site / Day Care Transportation Request On-Line Instructions

[transportation@sufferncentral.org](mailto:transportation@sufferncentral.org)

Alternate Site / Day Care Transportation Request forms are to be completed online and submitted electronically via email to the District. These forms are available on our district website at: [www.sufferncentral.org](http://www.sufferncentral.org) - click on "Transportation," under Quick Links or copy and paste the following link in your browser's address bar: <http://www.sufferncentral.org/Departments/Transportation>

To access and complete the Alternate Site / Day Care Request form you will need to have an Adobe Acrobat reader DC and one of the following internet browsers: Mozilla Firefox, Google or Internet Explorer. If you do not have an Adobe PDF viewer, you may download using the following link: <http://get.adobe.com/reader/>

**Important Browser Information:** Using Internet Explorer, Mozilla Firefox or Google – You must use Adobe Reader or Acrobat to fill out the PDF form otherwise you may run into any number of problems while completing.

**Best Option:** Open the day care request form from the district webpage and save to your desktop; or, *if an option from your browser*, click the "pdf" button or "open with a different viewer" (select open with Adobe Acrobat) on the right side of address bar when opening the website form. Open form using Adobe Acrobat Reader DC only.

**Completing Form:** Open the day care request form using the above instructions. Once the request form is opened, if you are prompted to open with a different viewer, please select Adobe Acrobat Reader DC, and complete the following:

1. Enter the current date
2. Enter the child's legal first name and last name.
3. Enter the home phone number.
4. Enter the name of the school your child attends.
5. Enter the grade your child will be entering in September.
6. Enter the child's date of birth and the child's age.
7. Select the child's gender. You must click appropriate button.
8. Enter the home address including street address, city and zip code.
9. Enter parent's name, cell # and email address.
10. Enter alternate parent's name, cell # and email address.
11. Enter emergency contact information for child including name, phone # and relationship.
12. Enter legal name of the child care provider and their phone number.
13. Enter the child care provider's address including street address, city and zip code.
14. Enter the first day child will be located at day care / alternate site.
15. Enter days of the week child will be attending provider's site.
16. Select the requested schedule for before school, after school or both before & after school.
17. Electronically sign the form attesting that the information you entered is true, accurate, and complete by typing name on line provided. Print Name.
18. It is important to SAVE or PRINT a copy of each request when complete.
19. Click the SAVE button to save your child's transportation request to your desktop or selected file location. Next you need to open your email account. Attach the saved transportation request form to an email and submit to the district at [transportation@sufferncentral.org](mailto:transportation@sufferncentral.org).
20. You may RESET the form to add a sibling. This button will clear child specific fields only. Once you reset the request form and have filled in the sibling's information, follow steps 18 & 19 to submit your additional request for day care transportation. Remember to save each child's request to your desktop using a different file name to avoid losing individual information.

**All alternate site / day care requests must be received by the Suffern CSD by the State mandated April 1<sup>st</sup> deadline. Requests received after deadline run the risk of not being approved for district transportation.**