

# McKinney-Vento Transportation Request Form

**General Information:** Please allow 72 business hours for processing and transportation services to begin. To make same-day changes to a pickup or drop off, you **must** call the Transportation Garage at least 30 minutes ahead of the normal pickup or drop off time. Please call 207-729-1608. After 3 NO-SHOWS for any pickup or drop off, your transportation services will cease. If you have questions, please contact the Transportation Garage at 207-729-1608 or [transportation@link75.org](mailto:transportation@link75.org).

**Student Name:** \_\_\_\_\_

**School and Grade Level:** \_\_\_\_\_

**Please describe any special considerations:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Phone:** \_\_\_\_\_

**Parent/Guardian Email:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

**Emergency Contact Phone:** \_\_\_\_\_

**Emergency Contact Address:** \_\_\_\_\_

Please enter the name of the school staff member who is responsible for the coordination of this student's transportation (*case manager, social worker, etc.*).

**Staff Member Name:** \_\_\_\_\_

**Staff Member Title:** \_\_\_\_\_

**Staff Member Phone:** \_\_\_\_\_

**Morning Travel Information**

*Transportation will communicate the time of pickup once arrangements have been made. Late Arrival Wednesday pickup time is one hour later than the normal designated time. Student should be at the stop 5-10 minutes ahead of scheduled pickup time.*

**Pickup Address:** \_\_\_\_\_

**Afternoon Travel Information**

**Drop off Address:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date