

# ALLIANCE CHARTER 4K TRANSPORTATION REQUEST FORM



PLEASE REVIEW THE SECOND PAGE FOR ELIGIBILITY

PARENTS/GUARDIANS MUST COMPLETE A TRANSPORTATION FORM TO RECEIVE BUSSING

ALL BUS FORMS ARE DUE BY THE 2ND FRIDAY OF JULY FOR BUSSING TO START ON THE 1ST DAY OF SCHOOL

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_

My child needs transportation **TO** school

Pick-up Address: \_\_\_\_\_

Days of the week:

Mon  Tues  Wed  Thur  Fri

Parent/Guardian will provide transportation **TO** school

My child needs transportation **FROM** school

Take-home Address: \_\_\_\_\_

Days of the week:

Mon  Tues  Wed  Thur  Fri

Person retrieving child off bus: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent/Guardian will provide transportation **FROM** school

My child will attend the following session:

AM  PM

Individualized Education Plan (IEP)?

YES  NO

*Describe any special needs for your child:*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY	
<input type="checkbox"/>	NEW
<input type="checkbox"/>	CHANGE
EFFECTIVE DATE _____	

## **ELIGIBILITY TO RIDE THE BUS IS BASED ON YOUR CHILD'S HOME ADDRESS.**

Please review the information on this page for more information about eligibility and bus routes.

- Transportation forms received after July 15th will result in no bussing to start the school year. Bussing would likely start by the third week of school.
- Transportation forms received throughout the month of September will have bus routes set up 2 weeks after receipt of the form.
- Beginning October 1, all forms are due to the school office no later than 11:00 am on Wednesday in order for transportation to take effect on the following Monday.

Forms may be emailed to [jodi.baltus@neenah.k12.wi.us](mailto:jodi.baltus@neenah.k12.wi.us) or dropped off during school hours (Monday-Friday between 8 am and 3:30 pm) or mailed to Alliance Charter School, % Office, 920 Higgins Ave, Neenah, 54956.

### **Does my child qualify for District Transportation?**

- **AM Session:**
  - **TO School:** Students with a **home address that is outside of a two-mile radius** from their assigned 4K site are eligible to receive bus transportation to school. Students within a two-mile radius of the school site will not be eligible for transportation through NJSD.
  - **FROM School:** All students are eligible to receive transportation FROM school for the AM session.
- **PM Session:**
  - All students are eligible for transportation **TO** and **FROM** school for the PM session.
  - Students who attend the NJSD 4K Programs through Open Enrollment will not qualify for the district transportation.
  - Parents may contact Kobussen (920-722-8572) to see if transportation is available for a fee.

### **What if my child is picked up or dropped off at a location that is not my home address?**

- 4K students who qualify for bussing may be picked up or dropped off at any home or daycare within the NJSD boundary.
- The pick-up and drop off addresses may differ from each other, but the address for pick up and the address for drop off must be the same each day. *For example, we can pick up from home every day, and drop off at daycare every day. However, we will not pick up from home 3 days a week and pick up from childcare 2 days a week.*

### **How will I know if my child receives transportation?**

- Once the Transportation Request Form is completed and received by the Alliance Charter Office, the following steps occur:
  - NJSD and Kobussen determine whether the child qualifies for transportation.
  - When a student qualifies, Kobussen will determine the bus route.
  - Bus route information will be provided in the Parent Portal.
    - If you have issues logging into the Parent Portal please email [campus@neenah.k12.wi.us](mailto:campus@neenah.k12.wi.us).
- Bus riders will be given a bus tag at the Open House; last week of August. Parents/guardians will place the bus tag on the outside of the child's backpack so it is visible to the bus driver and school staff.

Specific questions should be directed to the Alliance Charter School office by calling 920-751-6995 or emailing [jodi.baltus@neenah.k12.wi.us](mailto:jodi.baltus@neenah.k12.wi.us).