

ONLINE TRANSPORTATION REQUEST FORM INTRODUCTION

The Tomah Area School District Transportation Department strives to deliver high quality transportation for the district. Part of being able to provide the safest, most efficient transportation for our community's future, is gathering accurate information to assist in the routing process. For this reason, we have implemented an Online Transportation Request Form for new and returning students who require updates to their transportation needs. Please read the information provided in this packet to determine whether or not you should utilize the Online Transportation Request Form for your student needs.

Who needs to fill out this form?

Below are some examples of students who should utilize the Online Transportation Request Form:

New Students – All new students who have registered in the district, should fill out the form even if they do not wish to be transported by the Tomah Area School District Transportation Department. Filling out the form will provide the Transportation Department important information should you change your mind in the future, or if your student utilizes district transportation services for field trips or sports trips.

Existing Students – Existing students that are already utilizing district transportation services should complete the form any time there is a change to the student's transportation needs. This will allow accurate information to be sent to the Transportation Department's representatives who can then make changes and provide you with accurate information regarding your student's transportation needs. **EXISTING STUDENTS THAT HAVE A CHANGE OF ADDRESS, MUST UPDATE THEIR INFORMATION IN INFINITE CAMPUS PRIOR TO REQUESTING A CHANGE IN THEIR STUDENT'S TRANSPORTATION.**

4K (4-Year-Old Kindergarten Program & Timber Pups) – Students that are entering the 4K program don't always go to their home-school for the program due to space restrictions and other variables. For this reason, all 4K students should have an Online Transportation Request Form submitted.

6th Graders – 6th graders will need to fill out an Online Transportation Request Form so that the Transportation Department can ensure transportation at their new school with accurate locations. For example, a student may have been at a daycare in 5th grade but will now go home in 6th grade. The Transportation Department will need this information in order to get your student to and/or from the correct location.

Who does not need to fill out this form?

Existing students, not mentioned above, do not need to fill out an Online Transportation Request Form. If you have no changes to your requirements, then the Transportation Department will maintain the current information that is on file and transport your student as usual. Any changes to your student's transportation information will be communicated to you as needed (changes in times or locations due to overall ridership, construction, etc.).

For questions regarding who qualifies for transportation, or any other inquiries related to the district's transportation policies, see the Transportation FAQs page on the district website. If you still have questions please reach out to the Transportation Department at (608) 374-7377 or Transportation@Tomah.Education



ONLINE TRANSPORTATION REQUEST FORM INSTRUCTIONS

All parents who request transportation for the first time, or are making changes to their student's transportation information, must fill out a Transportation Request Form. One request form is required for EACH student. Please allow up to 3 days for your request to be processed.

Please follow the instructions carefully and provide as much information as possible in order to help the Transportation Department facilitate your family's needs. If you have any questions, after following the instructions, please reach out to the Transportation Department at (608) 374-7377 or email us directly at Transportation@Tomah.Education

Step 1 – Navigating to the District Website and accessing the fillable form (see below):

1. Go to www.tomah.education/transportation
2. On the left, click on Sign Up for Transportation
3. Under Sign up for Transportation Services, click on the link below based on your language preferences (English or Spanish)
4. Follow the instructions on the form and complete based on your student's transportation needs.



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TRANSPORTATION

- Sign Up for Transportation
- Transportation Handbook
- Employment
- Transportation Staff Directory

Tomah Area School District

TRANSPORTATION DEPARTMENT

The *driving* force for Tomah's education

Transportation Program Enrollment

Our Transportation team works hard to accommodate each and every student. We ask for patience and clear communication while we work to coordinate your student's transportation.

Sign up for Transportation Services

At this point, you have already submitted your enrollment packet for Tomah Area School District. For those that need it, this is when you will request for transportation. Please start this process by filling out the electronic form below.

 SIGN UP FOR TRANSPORTATION SERVICES (ENGLISH)

 REGÍSTRASE PARA SERVICIOS DE TRANSPORTE (ESPAÑOL)

Step 2 – Filling out the information completely and accurately:

1. New Student?

- a. Yes – This will flag the request so that the department gets the necessary information from District Office prior to making any routing modifications.
- b. No – This tells the Transportation Department that your student is already in the routing system and that only a change to the location is required.

2. Student's Last Name

- a. Enter the student's last name.

3. Student's First Name

- a. Enter the student's first name (legal first name should be entered. If a student goes by a different name other than what is listed at the district office, you may put that nickname name in parenthesis () next to the student's legal first name).

4. Grade Entering

- a. Enter the grade for which the student will be entering for the school year; or,
- b. Enter the current grade that the student is in if the school year is already in session.

5. School of Attendance

- a. Enter the school for which the student is attending.

6. Student's Address

- a. Enter the student's primary address (the location for which the student resides). If the student resides at multiple locations, you will be able to enter an alternate location at a later time.

7. Primary Point of Contact for Student (First & Last Name)

- a. Enter a primary contact name for the address listed in step 6.

8. Primary Point of Contact for Student (Relationship)

- a. Enter the relationship that the primary contact, listed in step 7, has for the student (Mother, Father, Guardian, Aunt, Grandma, etc.).

9. Primary Point of Contact for Student (Phone Number)

- a. Enter the phone number for the primary point of contact listed in step 7.

10. Secondary Point of Contact (First & Last Name)

- a. Enter a secondary contact in the event that we are unable to reach the primary contact noted in step 7 (can be the same or different household).

11. Secondary Point of Contact (Relationship)

- a. Enter the relationship that the secondary contact, listed in step 10, has for the student (Mother, Father, Guardian, Aunt, Grandma, neighbor, etc.).

12. Secondary Point of Contact (Phone Number)

- a. Enter the phone number for the secondary contact listed in step 10.

13. Emergency Contact for Student (First & Last Name)

- a. Enter an emergency contact in the event that we are unable to reach the primary contact, noted in step 7, or the secondary contact, noted in step 10 (can be the same or different household).

14. Emergency Contact for Student (Relationship)

- a. Enter the relationship that the emergency contact, listed in step 13, has for the student (Mother, Father, Guardian, Aunt, Grandma, family friend, etc.).

15. Emergency Contact for Student (Phone Number)

- a. Enter a phone number for the emergency contact listed in step 13.

Click Next to continue to provide To-School transportation details

16. Single Pick-Up Location

- a. Not Needed – If your student does NOT need transportation to school.
- b. At home or nearest bus stop – If your student needs transportation to school from the address provided in step 6.
- c. At daycare or alternate site – If your student needs transportation to school from a location other than the address provided in step 6.

17. Pick-Up Provider's Name (skip this step if "a" or "b" were selected in step 16)

- a. Name of the responsible adult or daycare for which we will be taking the student to school from.

18. Pick-Up Address (skip this step if "a" or "b" were selected in step 16)

- a. Address for the location for which we will be taking the student to school from.

19. Pick-Up Phone Number (skip this step if "a" or "b" were selected in step 16)

- a. Phone number for the location which we will be taking the student to school from.

Click Next to continue to provide From-School transportation details

20. Single Drop-Off Location

- a. Not Needed – If your student does NOT need transportation from school.
- b. At home or nearest bus stop – If your student needs transportation from school from the address provided in step 6.
- c. At daycare or alternate site – If your student needs transportation from school to a location other than the address provided in step 6.

21. Drop-Off Provider's Name (skip this step if "a" or "b" were selected in step 20)

- a. Name of the responsible adult or daycare for which we will be taking the student to after school.

22. Drop-Off Address (skip this step if "a" or "b" were selected in step 20)

- a. Address for the location for which we will be taking the student to after school.

23. Drop-Off Phone Number (skip this step if "a" or "b" were selected in step 20)

- a. Phone number for the location for which we will be taking the student to after school.

Click Next to continue to complete your transportation request

24. I need to discuss my student's transportation needs with the Transportation Department

- a. Yes – If your student will have a split schedule or requires special accommodations, select this answer and a transportation representative will reach out to complete the request process.
- b. No – If your student has a single pick up point and a single drop off point, select this answer. A transportation representative will complete your request and notify you when your student may begin being transported.

Step 3 – Following up:

The Transportation Department strives to route each student as quickly as possible, in the order which the requests are received. If you haven't heard from a transportation representative, and it has been more than 3 business days, please reach out to confirm that your submission has been received.