

Pittsford Schools

Transportation Department
 100 Mendon Center Road
 Pittsford, NY 14534
 585.267.1480
 Fax: 585.218.1781



Dual Location Transportation Request 2026-27 School Year

Student's Name _____ Grade (K-8) _____ School _____

Primary address _____ Zip code _____

House #, Street, Town

Parent/Guardian's name (1) _____ Cell phone # _____

Please print

Alternate phone # _____ Email _____

Parent/Guardian's name (2) _____ Cell phone# _____

Please print

Alternate phone # _____ Email _____

Parent/Guardian must read and sign the reverse side.



*** Revisions require the completion of a new application. ***

Location 2 Information

Parent/Guardian name _____

Street address _____

Cell phone # _____ Alt. phone # _____ Email _____

Place an "X" in the appropriate box(s) for which student will require transportation to/from location 2. For all other times, student will be transported to/from the primary address.

If form is submitted after April 1st, provide an explanation as why this application is late. _____

DUAL LOCATION ARRANGEMENTS ARE NOT EFFECTIVE UNTIL YOU HAVE BEEN CONTACTED BY THE TRANSPORTATION DEPARTMENT. (PLEASE ALLOW 5 FIVE WORKING DAYS)

Mon.	Tues.	Wed.	Thurs.	Fri.	Requested Start Date : _____
					From location 2 to school
					From school to location 2

Office use only	
Date received: _____	Parent/Guardian: _____
Date processed: _____	School: _____
Effective date: _____	

Dual Location Transportation Request Form Instructions

According to the commissioner of education, a student can only have a single residence for school purposes. The district recognizes the challenges that this may have on families and allows **students in grades K-8** to complete a request for dual location transportation. For safety reasons, **only one consistent weekly schedule** will be accepted to a secondary address. Alternating weeks or other schedule variations are not possible based on safety concerns and will not be accepted. An application for dual location transportation must be submitted annually by the parent or guardian (**one form per student**). These applications must be received by the Transportation Department by **April 1st, 2026**. These forms are available at the Transportation Department website: www.pittsfordschools.org

Dual location transportation is complex to arrange and requires that schedules be shared with drivers and teachers; notifying them of what days students will or will not be riding certain buses. Please note that it is your responsibility to inform your child and their school of the dual location arrangements.

Dual Location Service Criteria

- **Available for Grades K-8 only.**
- **Both locations must be located within the school district boundaries and school attendance area.**
- **Child may have a maximum of 2 stop locations including primary address**
- **Schedules must be the same for each week. (Alternating weekly schedules will not be accepted.)**
- **A new dual transportation form must be submitted to the transportation department if there are any changes such as address or schedule change.**

Parent/Guardian's (1) signature _____ Date _____

Parent/Guardian's (2) signature _____ Date _____

Dual residence arrangements require both parents'/guardians' signatures.

PLEASE MAIL COMPLETED APPLICATION TO:

Pittsford Central School District

Transportation Department

100 Mendon Center Road

Pittsford, NY 14534

Or Email to: Transportation@Pittsford.Monroe.edu