

Bus transportation to and from home/school is automatically provided children of Mequon-Thiensville residents. Alternative transportation (to or from daycare/babysitter) **must be requested via this form annually**.

Student(s) Name:				School:	
Home Address:				Primary Phone:	
Apt/Unit #:	City:	Zip Code:	Secondary Phone:		
Parent/Guardian Name:			Email:		

**Community Daycare Facilities Served by the Bus Routes of Each Elementary School**

CODE	DONGES BAY	CODE	ORIOLE LANE	CODE	WILSON
D4K	Dezigned 4 Kidz	D4K	Dezigned 4 Kidz	KidsR	Kids Rule Academy
KidsR	Kids Rule Academy	KidsR	Kids Rule Academy	MMont	Mequon Montessori
MMont	Mequon Montessori	OzDay	Ozaukee Day Care	MeqPre	Mequon Pre-School
MeqPre	Mequon Pre-School	MMont	Mequon Montessori	Nshore	Northshore Pre-School & Childcare
RLPre	Range Line Pre-School & Childcare	MeqPre	Mequon Pre-School	RLPre	Range Line Pre-School & Childcare
Sonlight	Sonlight Child Development Center	RLPre	Range Line Pre-School & Childcare	Sonlight	Sonlight Child Development Center
		Sonlight	Sonlight Child Development Center	Trinity	Trinity Lutheran Freistadt

Please complete DAILY transportation arrangements for this school year.  
THIS SCHEDULE MUST BE THE SAME EACH WEEK. Enter abbreviation code for daycare facility.

<b>PICK-UP MUST BE THE SAME EACH WEEK</b>				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Home:	Home:	Home:	Home:	Home:
Daycare:	Daycare:	Daycare:	Daycare:	Daycare:
Other:	Other:	Other:	Other:	Other:
Other Address:				
<b>DROP-OFF – (Delivery) MUST BE THE SAME EACH WEEK</b>				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Home:	Home:	Home:	Home:	Home:
Daycare:	Daycare:	Daycare:	Daycare:	Daycare:
Other:	Other:	Other:	Other:	Other:
Other Address:				

Date requested change is to begin:\* \_\_\_\_\_ Bus # (for school) \_\_\_\_\_

\*A minimum of **three (3) working days** notice from date request is received in the School Office is required before the alternate service can begin. **NO REQUESTS WILL BE PROCESSED BETWEEN AUGUST 15<sup>TH</sup> AND SEPTEMBER 6<sup>TH</sup>.**

**YOU WILL BE NOTIFIED BY BUS COMPANY WHEN APPROVED.**

Complete and forward this request for alternative transportation to your school office:

Date Received: \_\_\_\_\_



**Mequon-Thiensville School District**  
*City of Mequon and Village of Thiensville*

5000 W. Mequon Rd., Mequon, WI 53092  
Phone: 262-238-8500, Fax: 262-238-8520  
www.mtsd.k12.wi.us

Demond A. Means, Ed.D., Superintendent  
Matthew Joynt, Assistant Superintendent of Educational Services  
Gail Grieger, Executive Director of Business Services  
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Sarah Zelazoski, Executive Director of Human Resources  
Rachel Fellenz, Executive Director of Student Services

May 1, 2016

Dear Parents and Guardians:

Wisconsin law requires that public schools provide transportation service for eligible students from home to school. However, the Mequon-Thiensville School District offers alternate bus transportation options in order to provide flexibility to our families as long as the criteria listed below is met. I would like to take this opportunity to remind parents of this information to plan accordingly for the upcoming school year.

- An **Alternative Transportation Request Form** must be submitted. This form is required annually or anytime service other than home to school is desired or changed. **Forms should be submitted directly to your child's school office.** Forms can be found on the district website>Parent Info>Transportation.
- The alternate service requested must be within the student's school attendance area and space must be available on the alternate route. A list of community day care facilities served by the bus routes of each elementary school is also provided on the form.
- A regular pattern of delivery is required **each week**. A regular pattern of delivery is defined as a schedule which remains the same each week.
- Requests for returning students for the upcoming school year must be submitted prior to June 1, 2016. Requests received after this date will be granted on a space available basis.
- **In order to stabilize regular routes, MTSD will not accept any alternate requests for the 2016-17 school year between August 15, 2016 and September 6, 2016.**
- During the school year, a minimum of three (3) working days' notice from the date the form is received in the school office is required before the alternate service can begin.

Your child's safety and well-being is our top priority. Multiple parties are involved in coordinating the transportation of over 3,900 students daily. The above requirements are necessary to help ensure children are picked up and/or delivered to correct locations. Therefore, the Mequon-Thiensville School District cannot accommodate exceptions. We apologize for any inconvenience this may cause.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gail Grieger', is written over a large, faint circular watermark.

Gail Grieger  
Executive Director of Business Services