

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.

| PICK-UP MUST BE THE SAME EACH WEEK | | | | |
|---|----------|-----------|----------|----------|
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| Home: | Home: | Home: | Home: | Home: |
| Daycare: | Daycare: | Daycare: | Daycare: | Daycare: |
| Other: | Other: | Other: | Other: | Other: |
| Other Address: | | | | |
| DROP-OFF – (Delivery) MUST BE THE SAME EACH WEEK | | | | |
| 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 14TH AND SEPTEMBER 5TH.**

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
Sarah Viera, Executive Director of Business Services
Jeridon Clark, Executive Director of Organizational Alignment & Digital Learning
Sarah Zelazoski, Executive Director of Human Capital
Rachel Fellenz, Executive Director of Student Services
Jennifer Flierl, Executive Director of Communications

2017-2018 School Year

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>About>Departments/Business Services>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, 2017. 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 2017-18 school year between August 14, 2017 and September 5, 2017.**
- 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 'Sarah Viera', is written over a faint, larger version of the same signature.

Sarah Viera
Executive Director of Business Services