



# ALTERNATIVE TRANSPORTATION REQUEST FORM 2018-19

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	KidsR	Kids Rule Academy	KidsR	Kids Rule Academy
KidsR	Kids Rule Academy	OzDay	Ozaukee Day Care	MeqPre	Mequon Pre-School
MMont	Mequon Montessori	MMont	Mequon Montessori	Nshore	Northshore Pre-School & Childcare
MeqPre	Mequon Pre-School	MeqPre	Mequon Pre-School	RLPre	Range Line Pre-School & Childcare
RLPre	Range Line Pre-School & Childcare	RLPre	Range Line Pre-School & Childcare		
Sonlight	Sonlight Child Development Center	Sonlight	Sonlight Child Development Center		

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 13<sup>TH</sup> AND SEPTEMBER 5<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: \_\_\_\_\_

Sarah Viera  
Executive Director of Business Services

[www.mtsd.k12.wi.us](http://www.mtsd.k12.wi.us)

## 2018-2019 School Year

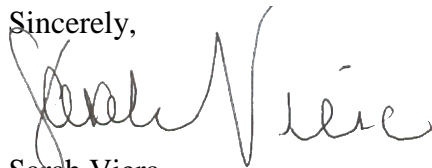
Dear Parents and Guardians:

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>Parents & Students>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, 2018. 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 2018-19 school year between August 13, 2018 and September 5, 2018.**
- 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,



Sarah Viera  
Executive Director of Business Services

The Launchpad to Success 