KUTZTOWN AREA SCHOOL DISTRICT
REQUEST TO PROVIDE TRANSPORTATION
TO/FROM CHILDCARE LOCATION

Please complete the following information
**no later than July 15th of each school year** and forward to:
Kutztown Area School District, Attn: Transportation Office
251 Long Lane, Kutztown, PA  19530-9318

This form **MUST be completed annually.**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade Level</th>
<th>Building</th>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian Name</td>
<td>Phone Number (H)</td>
<td>Parent/Guardian Signature</td>
<td>Phone Number (W)</td>
</tr>
<tr>
<td>Babysitter Name</td>
<td>Phone</td>
<td>Address</td>
<td>Current Sitter Bus #</td>
</tr>
</tbody>
</table>

Transportation arrangements to childcare provider are for:

- ______ Morning transportation only (Student will be taken home in the afternoon.)
- ______ Afternoon transportation only (Student will be picked up at home in the morning.)
- ______ Transportation to same address both ways

Starting Date ____________________ (Please allow sufficient time to inform the driver)

Other information:

__________________________________________

This form may be duplicated and **MUST** be completed for any alternative child care. It is also available on the Kutztown Area School District web site (www.kasd.org). If you have any questions, please contact the Transportation Office at 610-683-7361, ext. 5531.

**Note:** Policy 810- Transportation/Administrative Guidelines

- - The Board does recognize the constraints placed on working families and, to that end, will consider written requests for an alternate bus stop to provide transportation. Requests for placement on an alternate bus stop must be submitted, in advance, by the parent/guardian to the coordinator of transportation. Such requests will be considered, for a transfer to an existing bus stop or for the creation of an alternate stop along an existing route within the assigned building attendance area. The coordinator of transportation and building principal shall take into consideration space availability, safety factors and other pertinent information before acting upon such requests. A paramount consideration will always be the safety of the students. The use of buses for personal convenience and the transporting of students for social arrangements is not permitted.

Kutztown Area School District does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title V2 of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title V2, Title IX and Section 504 may be obtained by contacting the school district. EOE

Revised October 2017