

**STUDENT TRANSPORTATION REGULATION***Transportation to/from Other Than Home Address*

For all students, the Transportation Director shall:

1. publish in local newspapers by February 1 that applications for transportation service to/from other than home address must be turned in to the Transportation Office by April 1 of each year or within 30 days of establishing residency
2. develop and distribute the application forms, in conformance with State regulations, to the public schools of the district, and the Transportation Office
3. notify the parents/guardians of the transportation arrangements in the parent/guardian letter mailed in August of each year
4. notify the parents/guardians of the disposition of requests for permanent change of transportation service within 10 days of receipt.

All parents/guardians of elementary public school students shall:

1. obtain application forms at the nearest public school, district website, or Transportation Office and submit completed forms to the Transportation Office no later than April 1 of each year or within 30 days of establishing residency
2. submit the completed application form to the Transportation Office for a request for change in transportation service, at least 10 days prior to the requested starting date.

Parents/guardians of all private/parochial school students seeking transportation to/from other than home address shall:

1. obtain the "Non-Public School Transportation Request Form" Transportation Office, district website, or Central Registrar's Office. This form provides for requests for service to/from other than home address. The completed request form must be received at the Transportation Office no later than April 1 of each year, or within 30 days of establishing residency for service the following school year.
2. submit the "Non-Public School Transportation Request Form" for a request for change in transportation service at least ten (10) days prior to the requested starting date.

January 26, 1988

June 21, 1999

Amended: July 7, 2011