

NORTH COLONIE TRANSPORTATION DEPARTMENT

445 WATERVLIET-SHAKER ROAD, LATHAM, NY 12110

Phone (518) 785-9486 Fax (518) 783-8879

Email: nccstrans@ncolonie.org

Web: northcolonie.org/transportation

2010-11 SCHOOL YEAR REQUEST FORM FOR KINDERGARTEN TRANSPORTATION TO OTHER THAN HOME ADDRESS

MUST BE RETURNED TO NORTH COLONIE TRANSPORTATION DEPT. BY May 12, 2010

Instructions: Please print this form and complete requested information. The completed form may either be mailed, faxed, or scanned and sent via email to nccstrans@ncolonie.org

Please print!

Date ____/____/____ **Child Attends:** Blue Boght Forts Latham
Creek Hills Ferry Ridge Loudonville Maplewood Southgate
(Circle One)

1 **Student Name** _____
(One child per form!) Last First

2 **Home Address** _____
House # Street Name Apt #
_____, New York 12_____
City Zip Code Home Phone #
Parent Work Phone # _____

Students may be picked up and/or dropped off at bus stops closest to identified child care locations if this request is received at the transportation department **by May 12, 2010**. However, pick-up and/or drop-off must occur at the **SAME ADDRESS** for **all** five days of the week and **must be** within the boundaries of the North Colonie School District.

3 Daycare Information

Alternate Address for **Pick-up** _____
House # Street Name

Alternate Address for **Drop-off** _____
House # Street Name

Daycare Provider: _____ Provider Phone # _____

Important Information Below. Please Read!!

Transportation to locations other than home address follow the same guidelines as regular school transportation. It is the responsibility of the daycare provider to insure safe travel of the student(s) to and/or from the bus stop. Kindergarten students being transported to locations other than their home address will utilize existing bus stops when transported with other elementary students. Kindergarteners transported at mid-day will be picked-up/dropped-off as close to the location identified above as is practicable.

A request for childcare transportation outside your school's attendance zone may require a long bus ride and/or a bus transfer.

A request for childcare transportation made after **May 12th** will only be approved if it can be accomplished within the existing bus routing structure.

Approved requests received during the school year may take up to 5 business days to process.

I have read and understand all of the information provided on this transportation request form. I certify that I am a resident of the North Colonie School District and am entitled to receive transportation services. I understand that this request is required to be filed annually in each subsequent year or **within 30 days** of establishing district residency.

Signature of Parent/Guardian Date ____/____/____

For District Use Only

School Zone of Alternate Pick-up Location BC BH FF LR LV MW SG

School Zone of Alternate Drop-off Location BC BH FF LR LV MW SG

Date Form Received ____/____/____ Date Transportation Started ____/____/____