

# Long Term Transportation Request



Children may be transported to and/or from an address other than home (e.g. day care provider) if the parent or guardian completes a Long Term Transportation Request

<b>Full Name of Student:</b> _____	<b>Date change is requested to begin:</b> _____
<b>The student for whom I am requesting transportation is _____ years of age.</b>	
<b>Name of School Attending:</b> _____	<b>Grade:</b> _____

<b>Student resides at:</b> <i>(Address City, State Zip)</i>
<b>Parent/Guardian Home Phone:</b>
<b>Alternate Parent/Guardian Phone:</b>

<b>If parent/Guardian cannot be reached:</b>	
<b>Contact Name:</b>	<b>Contact Phone:</b>

<b>Alternate Transportation Request Information</b>	
<b>Pick-up Location:</b> <i>(Address City, State Zip)</i>	<b>Phone Number:</b> <i>(Pick-up Location)</i>
<b>Drop-off Location:</b> <i>(Address City, State Zip)</i>	<b>Phone Number:</b> <i>(Drop-off Location)</i>
<b>Day Care Providers Name:</b>	
<b>FROM:</b> <i>Start Date (mm/dd/yyyy)</i>	<b>TO:</b> <i>End Date (mm/dd/yyyy)</i>

<i>This request is made with full understanding that it must meet all guidelines set by Transportation Board Policy #5631. This request must be approved by the school principal and by the transportation supervisor.</i>	
<b>Parent/Guardian Signature</b>	<b>Date</b>
<b>Principal's Signature</b>	<b>Date</b>
<b>Transportation Supervisor's Signature</b>	<b>Date</b>

<b>To Be Completed By School Personnel</b>	
**Approval has <b><u>not</u></b> been granted for the following reason(s)	Bus to School
	Bus after School

**East Syracuse Minoa Central Schools**  
**Transportation Center**  
 7225 Central Ave East Syracuse, NY 13057  
 Questions? Call (315) 434-3460  
 Fax: (315) 434-3470  
 E-mail: [jhorn@esmschools.org](mailto:jhorn@esmschools.org)