

# 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 the Transportation Department. This request must be approved by the Transportation Supervisor and the school principal. The Guidelines are found on the ESM Website</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  
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 E-mail: [transportation@esmschools.org](mailto:transportation@esmschools.org)