

Date \_\_\_\_\_

## BERLIN PUBLIC SCHOOLS TRANSPORTATION CHANGE REQUEST FORM

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_ Gender \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Emergency Contact Number \_\_\_\_\_

Date that you would like change to take effect\* \_\_\_\_\_

\*Please note that Board of Education policy requires two weeks' notice for any changes. Requests received over the summer after July 1<sup>st</sup> may not be implemented until two weeks after the beginning of the new school year. Changes will not be in effect until you receive confirmation from the Board of Education.

Students are assigned to the permanent bus stop **closest** to their **primary** AM and PM addresses. Requests for child care transportation will only be accepted if they fall within the daily bus routes of the student's school district and seating is available. **If your child is an elementary school student who lives in a walker area and you would like your child to use one of the courtesy stops, you will need to complete a Courtesy Stop Request Form. Please note that stop locations in walker areas are provided as a courtesy to families and there will be no changes made to the pre-determined courtesy stop locations. Courtesy stops are listed on our website.**

If transportation will be **changing** to permanent parent pick-up/drop-off, please write "**Parent Transport**" next to the appropriate New Address lines below. Otherwise, fill in the new address and select the reason for the request.

New **AM** Address \_\_\_\_\_

Childcare \_\_\_\_\_  
Provider/Center Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Change to Home Pick Up\*

New **PM** Address \_\_\_\_\_

Childcare \_\_\_\_\_  
Provider/Center Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Change to Home Drop Off\*

**\* A change of address packet and proof of residency must be provided for a change in home address before transportation can be arranged.**

Please email this form to [transportation@berlinschools.org](mailto:transportation@berlinschools.org), fax to 860-829-0832, or drop off/mail to Berlin Board of Education, 238 Kensington Road, Berlin, CT 06037. Requests shall be addressed in order of receipt. You will be contacted with a decision on this request.

For transportation department use: Approved _____ Start Date _____ NBT _____ Transfinder _____ PowerSchool _____ Parent _____ School _____
---