Date_____

BERLIN PUBLIC SCHOOLS COURTESY STOP REQUEST FORM

Child's Name_____ Grade _____ School _____

Address_____

Parent/Guardian's Name_____ Email_____

Home Phone_____ Cell Phone_____

Emergency Contact Name _____ Emergency Contact Number _____

Will the courtesy stop be used from the child's home address? Yes _____ No _____

If no, please complete_____
Child care provider's name Address Phone number

Date that you would like your child to start using the courtesy stop(s)*_____

*Please note that Board of Education policy requires two weeks' notice for any requests to be approved. Requests received after July 1st may not be implemented until two weeks after the beginning of the new school year. Requests will not be in effect until you receive confirmation from the Board of Education.

Courtesy stops are provided as a convenience to families with students in the elementary walker areas. Changes will not be made to established courtesy stop locations. Courtesy stops are made available at the discretion of the Board of Education. Stops must be permanent in nature.

Please check the AM and/or PM courtesy stop(s) that you would like to use.

School	Courtesy Stop Location	AM	PM
Griswold	50 Briar Lane		
Griswold	239 Butternut Lane		
Griswold	Corner Hickory Hill Butternut		
Griswold	60 Dayl Drive		
Griswold	170 Dayl Drive		
Hubbard	Corner Cottage/Penfield		
Hubbard	Corner Mattabassett/Penfield		
Hubbard	Corner Grove/Cottage		
Hubbard	30 Main Street		
Hubbard	30 Wilcox Avenue		
Willard	Corner Valley/Deerfield		
Willard	Corner Carter Circle/Deerfield		
Willard	Corner Fawn Drive/Dunham		
Willard	Corner Tree Hill/Wildemere		
Willard	Corner Jeffrey/Wildemere		
Willard	Corner Jeffrey/Casner		
Willard	Corner Red Barn/Tree Hill		
Willard	915 Worthington Ridge		

Please email this form to 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_____ AM Bus #_____ PM Bus #_____
NBT_____ Transfinder_____ PowerSchool_____ Parent_____ School_____