

## Important Transportation Information

For every new school year, all students entering grades 1-8 who are eligible for bus transportation are automatically assigned transportation to and from the stop locations that are closest to their **primary** home address. ***If your child will need transportation to an alternate location such as a child care provider or if you will be providing transportation for your child, you will need to complete and submit a Transportation Change Request Form annually.*** Please submit a separate form for **each** child. Students are not allowed to take an alternate bus for play dates, after school activities, medical appointments, and employment.

Requests for alternate stops will only be granted if they fall within the daily bus routes of the student's school district; new stops will not be created. Requests must be permanent in nature. Please keep in mind that A.M. stops must be from one location only and P.M. stops must be to one location only. Split stops will not be considered (for example, three days to child care and two days to home).

***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 annually.*** Courtesy stop locations are listed on the 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.**

**In order for requests to be granted for the beginning of the 2015-2016 school year, please submit forms by July 1, 2015. Requests submitted at a later date may face delays in processing up until two weeks after the start of the new school year. Forms are only valid for the 2015-2016 school year. Therefore, again, requests must be submitted annually.** Forms are available under district in the transportation section of our website at [www.berlinschools.org](http://www.berlinschools.org), at each of the elementary schools, at McGee Middle School, and at the Board of Education. Please email the form to [transportation@berlinschools.org](mailto:transportation@berlinschools.org), fax it to 860-829-0832, or drop off/mail the form to the Berlin Board of Education, 238 Kensington Road, Berlin, CT 06037. You will be contacted once a decision is made regarding your request.