

Hartland Schools Transportation Department

9525 E. Highland Road, Howell, MI 48843

(810) 626-2175 Fax (810) 626-2176

ALTERNATE DESTINATION REQUEST FORM 2015/2016

Student's Name _____ Date _____

School _____ Grade _____

Mothers Name _____ Fathers Name _____

Home Address _____

Home Phone # _____ Mother's Work Phone # _____ Father's Work Phone # _____

Cell Phone# _____ Cell Phone# _____

Name of Daycare Provider/Responsible adult _____

Address of Daycare Provider/Alternate location _____

Phone # of Daycare Provider/Alternate location _____

Approval of this request allows students to be picked up and dropped off at a location in their attendance area other than the bus stop nearest their home address. Students may be assigned to one alternate bus stop for pick-up and drop off (Monday through Friday, or they can have one bus for morning and a different one for afternoon. Both choices must be a 5 day a week arrangement only. If you choose different stops for morning and afternoon, students must ride from the same location every morning and ride to the same location every evening, with the exception of scheduled ½ days of school for the entire district. Students can only be assigned to activated universal bus stop locations in their **own attendance area** that are currently being used by other students, additional stops will not be added. A **new form** must be **submitted annually** to the transportation office by **July 1st** to request an alternate bus stop for the new school year. After July 1st, new requests or changes must be submitted for approval at least 48 hours in advance.

****Note** Requests are only approved upon space availability and may be cancelled if necessary.**

Priority is given to students living in the route area of the bus. Should this be necessary, the transportation department may be able to offer other options.

A.M. **Everyday** Pick-Up Location _____

P.M. **Everyday** Drop-Off Location _____

Effective Date _____

Parent Signature _____

Transportation Department Use "Only" _____ Process Date _____

AM Driver _____ Bus # _____ Driver _____ Poly Plot _____ School _____

PM Driver _____ Bus # _____ File _____

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