

IMPORTANT  
TRANSPORTATION  
NOTICE

Complete this form to arrange for transportation to or from an address **different** than your home. Transportation to a private day care center is provided on am or pm routes only if the location of the facility is within the home elementary boundary. The pick up/drop off location must be on an everyday (5 day) basis. Due to contact tracing for COVID 19, students will not be able to ride two different buses. For any changes made during the school year, please return this form two (2) days before the effective date. We will not be able to make the change the same day the form is returned.

Student Name \_\_\_\_\_

Home Address \_\_\_\_\_

Parent Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

Effective date \_\_\_\_\_

If your child will be picked up to go to school from an address that is different from your home address (must be every day), please list below:

AM LOCATION

Person/place (day care facility, etc.)

\_\_\_\_\_

Address \_\_\_\_\_

If your child will be dropped off from school at an address that is different from your home address (must be every day), please list below:

PM LOCATION

Person/place (day care faculty, etc.)

\_\_\_\_\_

Address \_\_\_\_\_

Office personnel: Please fax to Transportation Department 662-3635 or email to [awilcox@cps.k12.in.us](mailto:awilcox@cps.k12.in.us).