Alexandria Public Schools Transportation Request Form

Please fill out one form per student!

- The Alexandria Public Schools Transportation Department develops bus routes and stops based on a student’s home address, unless informed otherwise. Please complete this form even if NO transportation is needed to help us in scheduling routes. You can indicate transportation NOT NEEDED in the form below.
- Bus services will be provided for your child to a location other than your home address if the location is within your school attendance area and a Transportation Request Form has been completed by a parent/guardian.
- This form must be completed if changes occur during the school year.
- Per School District policy 730, section IV, subsection F, the Transportation Department will only honor one drop-off location after school.

Today’s Date____________________ Effective Date____________________

Allow five (5) working days for implementation.

Student Information

Name: __________________________________________

Last First

School: __________________________________________ Enrolling Grade: ____________

Parent/Guardian: __________________________________________

Home Address: __________________________________________

Street Address Apartment/Unit #

City State Zip Code

Primary Phone: ______________________ Alternate Phone: ______________________

*Alternate Address: Must be in the Student’s School Attendance Area for bus service

Contact Person: ______________________ Phone: ______________________

Address: __________________________________________

Street Address Apartment/Unit #

City State Zip Code

Comments: __________________________________________

_______________________________________________________________________

Please Check One

PICK UP my child at the nearest bus-stop location to:  ____ Home  ____ Alternate  ____ Not Needed

DROP OFF my child at the nearest bus stop location to:  ____ Home  ____ Alternate  ____ Not Needed

If you have questions, please call the Alexandria Public Schools Transportation Department at (320) 762-3317.

Office Use Only:  Secretary Changes: ____________ Transportation Routed: ____________

Parent Contact: ____________