



# Woonsocket Education Department

## Student Transportation Request Form (REV-G / 1-18-12)

Student transportation services are provided in accordance with School Committee policy. The Transportation and Safety Council will consider all issues of student safety and challenges of distance measurement. Please note that exceptions to School Committee policy will not be made for parental convenience or to objections with the School Committee policy itself. Please complete this form in its entirety and fax, email or deliver it to the school that the student will be attending. Forms missing information cannot be processed. In order for your case to be reviewed by the Transportation and Safety Council, the following Transportation Request form must be completed and signed.

Date: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_ Evening Telephone #: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID #: \_\_\_\_\_

**SUMMARY OF TRANSPORTATION NEED:**

- New Student/Pick up/Drop off  Change of address  Special Situation  Distance Dispute  Other

Please detail the issue of needing transportation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_  
 Processed by DM: \_\_\_\_\_ Date: \_\_\_\_\_

**Below is for Office Use Only:**

**EMERGENCY PROCESSING** - Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (emergency processing will be acted on as soon as possible and have approval signatures acquired immediately following)

\_\_\_\_\_  
 Transportation Committee

\_\_\_\_\_  
 Busing/Facilities Director

APPROVED  DENIED

APPROVED  DENIED

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date