



**WEST SHORE SCHOOL DISTRICT**

507 Fishing Creek Road ■ P.O. Box 803 ■ New Cumberland, Pennsylvania 17070-0803

**Transportation Exception Request • 2020-2021**

*Please print and submit completed request to the home school office.*

**Note to Parent/Guardian:** A separate form should be used for each child unless they attend the same school. When requesting a transportation exception, it is important to note that a student may not be assigned to two different bus runs (seats) and exceptions will only be made within the same attendance area of the child's home school. As such, students approved for an attendance exception will not be transported by District transportation. All information is to be filled in for the school year requested.

Student(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
\_\_\_\_\_ Work Phone \_\_\_\_\_  
Home School \_\_\_\_\_ Requested Start Date of Exception \_\_\_\_\_

Reason for this request (attach additional pages if needed): \_\_\_\_\_  
\_\_\_\_\_

If the reason listed above is child care, please provide the following information:

Name of Child Care Provider \_\_\_\_\_  
Address\* \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

*\*If approved, the student will be assigned to the bus stop designated for the care provider's address.*

**PLEASE NOTE: It may take up to five business days for exceptions to be processed.**

If provided, an email will be sent to notify you of the District's decision regarding the exception requested.

Email Address \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Building Office Use:**

Building Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

**Transportation Office Use:**

Approved AM Bus # \_\_\_\_\_ Bus Stop \_\_\_\_\_ Time \_\_\_\_\_  
PM Bus # \_\_\_\_\_ Bus Stop \_\_\_\_\_ Time \_\_\_\_\_

Denied  Not consistent with Board Policy  Space is not available on requested bus  
 Not consistent with route/stop guidelines  Student holds a seat on another bus  
 Other: \_\_\_\_\_

Supervisor of Transportation Signature \_\_\_\_\_ Date \_\_\_\_\_