



## WEST SHORE SCHOOL DISTRICT

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

### Transportation Exception Request • 2017-2018

*Please print or type.*

**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 \_\_\_\_\_ Grade \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Address \_\_\_\_\_ Phone (Home) \_\_\_\_\_  
\_\_\_\_\_ Phone (Work) \_\_\_\_\_

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

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

Home School \_\_\_\_\_

Attendance Exception ☐ Approved ☐ Not Approved

Name of before/after school care provider \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Home Address Bus # \_\_\_\_\_ Requested Bus #(if known) \_\_\_\_\_

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

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

**Building Office Use ONLY:** This request has been received and reviewed by the building principal.

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

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

**Transportation Office:** This request has been:

☐ Approved Bus # \_\_\_\_\_ Bus Stop \_\_\_\_\_  
Be at stop at least 5 minutes early. Pick-Up Drop-Off

☐ Denied Reason for Denial:

☐ 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: \_\_\_\_\_

Signature of Transportation Assistant \_\_\_\_\_ Date \_\_\_\_\_