

# MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT

Request for Alternate School Assignment Transportation for the

201\_\_-201\_\_

School Year

**FORMS DUE TO THE TRANSPORTATION CENTER BY JULY 15 PRIOR TO NEW SCHOOL YEAR**

Parent/Guardians' Name \_\_\_\_\_ Date \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Child/Children First & Last Name: \_\_\_\_\_ School of Attendance: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**START DATE:** \_\_\_\_\_

**Requests will be honored and processed contingent upon the following conditions:**

District-provided transportation to and from school is NOT guaranteed for students who are approved by the District to attend a District school outside their area of residence. Transportation MAY be provided by the District at no cost to the family only if ALL of the following conditions are met (and continue to be met for the balance of the school year) and agreed to by the parent/guardian:

1. The student must have been eligible for transportation to and from school by the District in their home school attendance area
2. The parent/guardian has submitted a written request for consideration of transportation for their child using the Alternate School Assignment Transportation Request form to the Transportation Services Department
3. The assigned bus route has the capacity to accommodate the student (as determined solely by the Transportation Services Manager). In the event that capacity of the assigned bus route is exceeded due to new student assignments from the home school attendance area, alternate school assignment students riding the bus route will no longer be eligible (the most recently approved alternate school assignment students will be the first students to lose their eligibility).
4. That the assigned bus route/stop will NOT be modified to accommodate the student (the parent/guardian accepts full responsibility for getting their child to/from an existing stop on the assigned bus route)

An approved request for consideration of transportation is valid only for current school year (approval is not guaranteed for future school years). The parent /guardian must submit a new request for consideration of transportation services each school year their child is attending a school outside of their home attendance area under an approved alternate school assignment.

Parents/guardians of a student not eligible for transportation to and from school by the District in their home school attendance area may request consideration for transportation for a fee established by the District (parent contract rate). In addition, all of the other conditions identified above must also be met. Payment shall be made ???? Failure to make payment to the District in a timely manner will result in termination of transportation services for the student.

**PLEASE RETURN COMPLETED FORM TO:  
TRANSPORTATION CENTER, 3180 DEMING WAY, MIDDLETON, WI 53562  
OFFICE PHONE: 829-2365 FAX NUMBER: 831-2534**

Allow one week after submitting this form for a response. Transportation cannot begin until this form is approved and on file.

**Dear Parent/Guardians:**

\_\_\_\_\_ Your request is hereby granted subject to the conditions and qualifications listed above.

\_\_\_\_\_ Your request is denied due to the fact that the bus is periodically at capacity.

Closest Existing Stop:

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

Transportation Center

Date