

OXFORD PUBLIC SCHOOLS

TRANSPORTATION REQUEST/CHANGE FORM

This form is to be used for new students and all changes related to existing student transportation. Please allow a minimum of 3 working days for information to be processed and a bus to be assigned.

SCHOOL BUS DISTANCE POLICY

- Kindergarten:** All students, except those living in immediate proximity to the school.
- Grades 1-3:** Students living more than one (1) mile from the school.
- Grades 4-6:** Students living more than one and one-half (1½) miles from the school.
- Grades 7-12:** Students living more than two (2) miles from the school.

(Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to/from school. These students will be transported regardless of the mileage limit listed.)

To be completed by Parent/Guardian:

Check One: Add a Student Delete a Student Change Information

Student Information:

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____

Grade: _____ School: _____

Parent/Guardian's Name: _____

Home Phone: _____ Cell Phone: _____

Emergency Contact: _____ Phone Number: _____

Alternate Bus Information: FOR ELEMENTARY STUDENTS ONLY. Please fill out this information if your child is being picked up and/or dropped off at a location different from the home address. Per the Oxford Public School Transportation Policy, an alternate Pick Up and/or Drop Off must be “a single alternate stop on a long-term, consistent daily basis.”

Address transported FROM: _____

Address transported TO: _____

Special Equipment/Personnel Needs (i.e. Nurse Aid/Equipment): _____

To be completed by School:

Date: _____ Student SASID: _____

Form Completed by: _____

(School Employee must sign form for processing)

To be completed by Transportation Contractors:

Action Taken: _____ Bus # Pick up: _____ Bus # Drop off: _____ Bus Time: _____

Bus Stop Location: _____

Additional Information: _____