

**PALMYRA-EAGLE AREA SCHOOL DISTRICT**  
**TRANSPORTATION TO CHILDCARE PROVIDER REQUEST**

The District policy (policy 8601) for considering requests by parents to have their child/children transported to a childcare provider is as follows:

All requests must be made using the childcare provider form found in your school office. Any changes to the pick-up and drop off points during the course of the school year require the completion of a new form.

- (1) There shall be no additional cost to the District.
- (2) There shall be no modification or change in any route to accommodate the request.
- (3) A change of bus assignment will be allowed only if seating is available on the bus.
- (4) The request may identify more than one bus stop, but must be done on a CONSISTENT basis. This means that the student may be picked up or dropped off at different locations during the week (e.g. a daycare provider on Monday – Thursday and a grandparent’s home on Fridays), but that such a dual location pick up or drop off request must be consistent from week to week. Building principals have the authority to determine approval of such requests on a case by case basis.
- (5) Request form must be received in the school office at least three working days before a change is to become effective during the school year.

**THE LEGAL RESPONSIBILITY OF THE DISTRICT IN TRANSPORTING CHILDREN TO AND FROM SCHOOL IS LIMITED TO PROVIDING SERVICES TO THEIR LEGAL RESIDENCE. THE DISTRICT WILL PROVIDE SERVICES ON THOSE OCCASIONS, WHICH MEET THE ABOVE CRITERIA, TO ACCOMMODATE A WORKING PARENT BY TRANSPORTING THE STUDENT TO AND FROM A CHILD CARE PROVIDER.**

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Dear Principal: \_\_\_\_\_ School: \_\_\_\_\_

I would like to request that my child/children: \_\_\_\_\_

Be picked up at: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

Be dropped off at: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

Parent work phone: \_\_\_\_\_ (Mom) \_\_\_\_\_ (Dad)

DATE EFFECTIVE: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

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Principal Signature \_\_\_\_\_ Date \_\_\_\_\_ Business Manager \_\_\_\_\_ Date \_\_\_\_\_