



★ Minnetonka Public Schools
 5621 County Road 101
 Minnetonka, MN 55345

Transportation Department
 952-401-5023
 952-401-5092 (Fax)
 transportation@minnetonkaschools.org

ANNUAL REQUEST FOR TRANSPORTATION ALTERNATE, POP, OPEN ENROLLED OR DAYCARE TRANSPORTATION

PARENT/GUARDIAN: Please complete this form only if your child will be picked up or dropped off by the bus at a location other than your home on a regular basis, one or more days per week. Busing assignment will be to the **closest established bus stop** on a **space-available basis**.

- * **High School students receiving a parking pass will not be assigned to busing.**
- * **Open Enrollment transportation is from inside the school's boundary.**

Student's Name _____ School Year _____

Home Address _____ Grade Level _____

City _____ Zip _____ School _____

Phone: Home _____ Work _____ Cell _____

Daycare/Alternate Contact Person _____ Phone _____

Allow 5 days for processing time.

Requested start date _____ Actual start date determined by this office.

TO SCHOOL: ALTERNATE / DAYCARE / POP / OPEN ENROLLMENT ADDRESS FROM WHICH I REQUEST MY STUDENT BE TRANSPORTED TO SCHOOL. **CHILD WALKS TO THE CLOSEST ESTABLISHED BUS STOP.**

Address _____ City _____

This is the student's ALTERNATE /DAYCARE/POP/OPEN ENROLLMENT (circle one)

Transport Days (circle as necessary) M T W TH F **OR** Days Vary

Bus Stop:

FROM SCHOOL: ALTERNATE / DAYCARE / POP / OPEN ENROLLMENT ADDRESS FROM WHICH I REQUEST MY STUDENT BE TRANSPORTED FROM TO SCHOOL. **CHILD WALKS TO THE CLOSEST ESTABLISHED BUS STOP.**

Address _____ City _____

This is the student's ALTERNATE /DAYCARE/POP/OPEN ENROLLMENT (circle one)

Transport Days (circle as necessary) M T W TH F **OR** Days Vary

Bus Stop:

Parent/Guardian Signature _____ Date _____

District Approval _____ Start Date _____



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TIMELINE FOR PROCESSING REQUESTS

For requested stop assignments to be on the bus schedule and bus roster for the first week of school, request forms must be received in the Transportation Office by June 30.

Any transportation request received later than June 30 may not be effective until the second week of school. When the request is processed parents will be notified of the start date and all busing information.

PARENT RESPONSIBILITY

- Completing the form on the reverse side to request alternate busing for daycare, POP or open enrollment which must be in the busing area for your student's school. This form must be completed on a **yearly basis**. Note: District policy will allow transportation for each student to be a home and/or one alternate address. Multiple requests will not be honored.
- Updating the District in the event of family address and telephone changes.
- All high school students issued a parking permit will not be assigned busing either home or alternate.

(OVER)