Kenosha Unified School District No. 1
Department of Transportation Services
3600 52nd St., Kenosha, WI 53144
(262) 359-6391

PARENT REQUEST FOR TRANSPORTATION CHANGE

A student eligible for transportation may be picked up and dropped off at a point other than the authorized stop if the following criteria are satisfied:

1. **The pick-up or drop-off point is the same every day of the week.**

2. **The pick-up or drop-off point is within the transported area of the school attendance area in which the student is eligible for transportation.**

Alternate pick-up and drop off points must be established no later than August 1 each year to be effective at the beginning of the school year. Requests received after August 1 will be implemented 5 school days after the start of school. Requests received after the first 5 days of school will be implemented two school days after approval of the Supervisor of Transportation. All requests are subject to the approval of the Supervisor of Transportation. Transportation change requests are granted on a yearly basis only. Transportation change requests must be submitted for each school year.

School: _____ Grade: _____ Date: _____ School Year: _____

Name of Student(s): _____

Resident Address: _____ Telephone #: _____

To School Pick-Up Address: _____ Telephone #: _____

From School Drop-Off Address: _____ Telephone #: _____

Parent/Guardian Signature: _____

Forward completed form to:

Kenosha Unified School District No. 1
Department of Transportation Services
3600 52nd Street
Kenosha, WI 53144
Office #(262) 359-6391 Fax #(262) 359-7496

FOR OFFICIAL USE ONLY

Approved: ☐ Yes ☐ No

Alternate Route: _____ Stop Time: _____

Stop Location: _____ Effective Date: _____

Make 3 copies. Copy 1: Department of Transportation Services Copy 2: School Copy 3: Parent/Guardian

Form 8-9251