



3662 Poinsettia Ave SE, Grand Rapids, MI 49508  
Tel: 616-243-6221 • Fax: 616-243-0305  
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## Bus Transportation Request Form 2021 - 2022 School Year

Please complete this form to request bus transportation services for the next school year. Transportation requests will be filled on a first-come, first-served basis based on distance from school. Families with alternate transportation options should consider those options before using the bus as there are a limited number of seats available on each bus and transportation is not guaranteed.

Routes will be created with common stops (not door-to-door) and communicated with parents over the week of August 2nd. Applicant parents will be offered a placement on the bus OR notified of placement on the waiting list. Parents must read and sign a Bus Transportation Agreement before the bus placement offer is confirmed and a finalized routes schedule will be communicated over the week of August 16th.

Today's Date \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade in 21-22: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade in 21-22: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade in 21-22: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade in 21-22: \_\_\_\_\_

### Parent/Guardian Contact Information

Parent/Guardian Name: \_\_\_\_\_

Address for Bus Pick-up and Drop-off: \_\_\_\_\_  
(Number, Street, City, Zip)

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Closest main cross streets to your home:  
(Example: Eastern & 36th St) \_\_\_\_\_

See back for more information →



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**Information about transportation:**

- Bus services within 4 miles radius of New Branches Charter Academy
- Bus stops will be at common locations (not door-to-door)
- Bus stops will be first assigned to students who live the furthest from school
- Length of bus routes range between 1-1.5 hours
- Pick-up and drop-off locations must be the same

All requests for a change in bus stop must be made by submitting a “Bus Stop Change Form” in the office and will take a **minimum of 24 hours notice.**

Routes will be created and communicated to parents/guardians by August 3rd. Bus transportation placement will be sent to parents afterwards. Parents must read and sign the Transportation Agreement before August 24th, 2021 to complete enrollment in the Bus Transportation Program and for students to ride the bus.