



3662 Poinsettia Ave SE, Grand Rapids, MI 49508
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Bus Transportation Request Form 2023 - 2024 School Year

Complete this form to request bus transportation services for the upcoming 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.

Online application will be available from June 5 - July 7. Paper applications may still be submitted to the school office after July 7th for the waiting list. NBCA Transportation department will process the applications over July 10 - August 28 and may reach out to parents over the week of August 7-11 to offer bus placement or notify of waiting list placement. Parents who are offered a bus placement must read and sign a Bus Transportation Agreement before the bus placement offer is confirmed for the student to start riding the bus when school starts on August 22nd. Online Application Link: <https://forms.gle/uAN5pAMARNzN3YJA6>

Today's Date _____

Student Name: _____ Grade in 23-24: _____

Student Name: _____ Grade in 23-24: _____

Student Name: _____ Grade in 23-24: _____

Student Name: _____ Grade in 23-24: _____

Parent/Guardian Contact Information

Parent/Guardian Name: _____

Parent Mobile#: _____ Parent Email: _____

Emergency Contact: _____ Emergency

(Different person) _____ Contact Mobile#: _____

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

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

Other Remarks: _____

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 temporary change in bus stop must be made in writing and submitted to the transportation department with **minimum of 24 hours advanced notice**, and permanent changes will require a **minimum of 1-week notice**, pending bus driver approval.

Routes will be created and communicated to parents/guardians over August 1st – August 12th. Bus transportation placement will be sent to parents afterwards. Parents must read and sign the Transportation Agreement over the week of August 15th to complete enrollment in the Bus Transportation Program and for students to ride the bus.