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Bus Transportation Request Form 2024 - 2025 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. IMPORTANT: Bus application is open to K-8th grade students; GSRP Preschool students are not eligible for busing.

Bus Transportation Timeline:

- June 17 to July 19: Online Application Open (<https://forms.gle/2xxv55NMVumivUZP6>)
- July 20: Online application close, accepting paper application for student to be added to a waiting list
- July 22 to August 9: Routes and schedules created based on application details
- August 12 to August 23: Placements offered to parents (or communication of waiting list). Parents must sign and return Transportation Agreement to confirm acceptance of placement.
- August 27: First day of School

Today's Date _____

Student Name: _____ Grade in 24-25: _____

Student Name: _____ Grade in 24-25: _____

Student Name: _____ Grade in 24-25: _____

Student Name: _____ Grade in 24-25: _____

Parent/Guardian Contact Information

Parent/Guardian Name: _____

Parent Mobile#: _____ Parent Email: _____

Emergency Contact: _____
(Different person) _____
Emergency 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: _____

Service Details:

- 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.