

Bus Transportation Request Form

2026 - 2027 School Year

Complete this form to apply for bus transportation services for the upcoming 26-27 school year. This application does not mean placement. You will receive communication from the transportation department in August regarding placement or waitlist details.

Placement priority will be based on the following:

- 1st priority to families between two (2) to four (4) miles range
- 2nd priority to families based on earliest registration date and time

Due to limited seating capacity, families with alternate transportation options are encouraged to consider those options when possible, as transportation placement is not guaranteed.

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

Timeline:

- June 1: Early electronic sign up for returning students based on Intent to Return completion condition (limited to 50% bus capacity: early sign up will close when application reaches 50% capacity)
- July 1 to July 24: Electronic application reopen for all returning and new families
- July 25 onwards: Applications will still be accepted and added to the waiting list as space becomes available.
- July 27 to August 7: Routes and Schedules created based on application details
- August 10 to August 14: Placement offered to parents (or communication of waitlist). Parents must review, sign and return a Bus Transportation Agreement to confirm acceptance of placement
- August 18: First day of school

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 stop placements will prioritize students living furthest from the school.
- Length of bus routes ranges between 1 to 1.5 hours
- Pick-up and drop-off locations must be the same address.

Today's Date _____

Student Name: _____ Grade in 26-27: _____

Student Name: _____ Grade in 26-27: _____

Student Name: _____ Grade in 26-27: _____

Student Name: _____ Grade in 26-27: _____

Parent/Guardian Contact Information

Parent/Guardian Name: _____

Parent Mobile#: _____ Parent Email: _____

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

Additional Information about transportation:

Bus routes and placement offers will be communicated to parents/guardians between August 10–14. Waitlist notifications communicated over Open House or the week of August 17th.

If placement is offered, A Bus Transportation Rules and Expectation Agreement must be completed and returned by the parent or guardian to confirm acceptance of the placement offer.

Requests for temporary bus stop changes must be submitted in writing to the transportation department at least 24 hours in advance. Permanent changes require a minimum one-week notice and are subject to bus driver approval.

Transportation Department Contact (Subject to Change Based on Staffing):

Mrs. Vicky Whitehead, Green Bus (21C) victorianehowland@choiceschools.com 616-243-6221 Ext 378 or Option 3	Mr. Dan Parrish, Blue Bus (21B) danparrish@choiceschools.com 616-243-6221 Ext 347	Mr. Rob Slaughter, Orange Bus (21A) robertslaughter@choiceschools.com 616-243-6221 Ext384
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