



WEST WINDSOR PLAINSBORO REGIONAL SCHOOL DISTRICT

Transportation Department
505 Village Rd West
West Windsor, NJ 08550
Phone: 609-716-5570 FAX: 609-716-5169

ALTERNATE TRANSPORTATION REQUEST FORM

This form must be completed each time you want to make a change to your child's transportation
Once the form has been received and approved by Transportation, you will be able to print a revised bus pass directly from Genesis. Processing normally takes three days. Check Genesis for the revision. All alternates must be for five days a week, no exceptions.

PLEASE NOTE: If there are changes the week before school begins, and/or two weeks after school starts, these changes will take approximately 10 to 14 days longer than normal to process. This is due to the volume of changes at the last minute. Please submit your forms, in a timely manner, directly to the Transportation Dept.

NOTE: REQUESTS DO NOT ROLL OVER YEAR TO YEAR!

Date: _____
Student Name: _____ Grade: _____
Home Address: _____
Home Phone: _____
School you child attends: _____

ALTERNATE LOCATION REQUESTED-PLEASE FILL IN AND COMPLETE INFORMATION BELOW:

ALL TRANSPORTATION MUST BE 5 DAYS PER WEEK

Will your child ride bus to school, from home? Yes _____ No _____

If no, please completely fill out the area below: (Incomplete information will delay the processing)

Name of daycare/sitter: _____

Complete address of daycare/sitter: _____

Contact number for the daycare or sitter: _____

Will your child ride bus from school, to home? Yes _____ No _____

Name of daycare/sitter: _____

Complete address of daycare/sitter: _____

Contact number for the daycare or sitter: _____

NOTE: If you request and are granted a change in session for your kindergarten student, parents will be responsible for transporting their child. If West Windsor-Plainsboro schools are closed, for any reason, there will not be transportation to or from the daycare location.

Effective Date of Change (3 days later)

Parent/Guardian Signature (form must be signed)

PLEASE NOTE: There must be room on the alternate bus you are requesting, to accommodate requests.

Revised: 12/10/18