



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

**Transportation Department**

**505 Village Road West**

**West Windsor, NJ 08550**

**PHONE: 609-716-5570 FAX: 609-716-5169**

**Alternate Transportation Request Form**

*This form must be completed any 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. Keep checking Genesis for the revision. All alternates must be five days per week, **no exceptions**, processing normally take three days. **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 the volume of changes at the last minute. Please submit your forms, in a timely manner, directly to the Transportation Dept.*

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work/Cell Phone#: \_\_\_\_\_

School your child attends: \_\_\_\_\_

**ALTERNATE LOCATION REQUESTED- PLEASE FILL IN COMPLETE INFORMATION**

**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 of the alternate

Name of daycare or sitter: \_\_\_\_\_

Complete address of daycare or sitter: \_\_\_\_\_

Contact number for daycare or sitter: \_\_\_\_\_

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Will your child ride bus from school to home? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Name of day care or sitter: \_\_\_\_\_

Complete address of daycare or sitter: \_\_\_\_\_

Contact number for daycare or sitter: \_\_\_\_\_

If you request and are granted a change in session for your kindergarten student to accommodate your daycare arrangements and your arrangements change during the school year, 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 (date must be at least 3 days later)

\_\_\_\_\_  
Parent/Guardian Signature (form must be signed)

