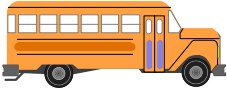


SPECIAL TRANSPORTATION REQUEST INFORMATION

1. Parents/Guardians of Orchard Hill Elementary students must complete and return a *Special Transportation Request* form to the school office by August 7, 2020. For your convenience, you may fax the completed form to school office at (860) 648-0141. If you prefer to email, please email both the school secretary and school clerk at jleech@swindsor.k12.ct.us and ppelletier@swindsor.k12.ct.us. **This form MUST be completed for the following reasons:**
 - a) your child is attending the 4TH R Program, AM and/or PM
 - b) you intend to transport your child to and/or from school on a daily basis
 - c) your child requires transportation to and/or from an address other than their primary residence
 - d) your child will walk to and/or from school on a daily basis
 - *This form is not required if your child WILL receive bus transportation BOTH to and from home*
2. Each student must designate a single address as his/her primary residence for the purpose of establishing the bus routes.
3. Transportation will be provided in the AM or PM, or both AM and PM. Depending upon routing schedules, students may need to ride different buses in the morning and afternoon.
4. Emergency bus passes can be obtained at the child's school and utilized for transportation to established bus stops for circumstances that may arise which are out of a parent's control. Please be advised, emergency bus passes should be infrequent in nature and are not to be used to create an ongoing alternate routing schedule for a student.
5. All students will be picked up or dropped off at established bus stops (in accordance with Board of Education Policy/Guidelines) or the stop closest to the daycare location (if it is within the student's school district boundaries). If a parent or guardian feels that the location of the established stop is not safe with respect to the daycare location, said parent/guardian should notify the child's school and transportation will revert back to the home address.
6. The district does not provide transportation services to daycares that are located outside of a student's designated elementary school district.

For more information on transportation such as ride times, walking distances, etc., please visit www.southwindsorschools.org or contact the Transportation Office at (860) 291-1252. Bus routes are posted to our website each year in mid-August.





**ORCHARD HILL ELEMENTARY SCHOOL
380 Foster Street
South Windsor, Connecticut 06074**

SPECIAL TRANSPORTATION REQUEST

Must allow up to 5 business days for processing - MUST BE COMPLETED ANNUALLY

This form is not required if your child WILL receive bus transportation BOTH to and from home

Name of Student: _____ Grade in 2020-21: _____

Parent/Guardian Name: _____ Date Submitted: _____

Primary Telephone #: _____ Business Telephone #: _____

Home Address: _____ Start Date: _____

Please check all that apply

- 4TH R Program Parent Transport Walker
 In-Home Daycare Child Care Facility

Daycare/Child Care Provider Name: _____

Address: _____ Telephone #: _____

- Mornings Only Afternoons Only Both Mornings and Afternoons

 Only Wednesday Afternoons on Early Release Days, Including Conference Days
 (please see the 2020-21 school calendar for specific dates)

Parent/Guardian Signature: _____

SPECIAL REQUEST MORATORIUM DATES

AUGUST 31ST through SEPTEMBER 15TH

(No special transportation requests will be processed on these dates)