



Transportation Department

Jeremy C. Smith, Director

2025/2026 School Year Child Care Request Form

PLEASE RETURN COMPLETED FORM TO YOUR CHILD'S SCHOOL OR THE TRANSPORTATION DEPARTMENT
Requests need to be RENEWED EACH SCHOOL YEAR

Distance Criteria: Grades K-8 – more than 1 mile
(Please fill this form out completely or it could delay processing your request.)

To Be Completed by Parent/Guardian Only (PLEASE PRINT CLEARLY)

School _____ Date _____ Effective Date _____

Student _____ Grade: _____

Student _____ Grade: _____

Home Address: _____ Zip Code: _____

Home Number: _____ Work Number: _____

Name of Child Care Provider _____ Phone Number: _____

Child Care Provider's Signature _____ Date _____

AM Pick-up Address **Please give specific address only (NO CORNERS):** **Must be consistent 5 days a week**

PM Drop-off Address **Please give specific address only (NO CORNERS):** **(Must be consistent 5 days a week including early dismissals, extended days and emergencies)**

I understand this form needs to be renewed each year. YES _____ Initial _____

Signature of Parent/Guardian: (Must be signed by parent/guardian only) _____

Transportation Analyst's Only (To Be Completed by the Transportation Department Only)

- ☐ Home address does not match school system
- ☐ Childcare address ONLY not a corner request
- ☐ Police matter

- ☐ Childcare address not eligible or outside city limits
- ☐ Form incomplete (see above highlighted areas)