



Transportation Department

Jeremy C. Smith, Director

**2026/2027 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)