

Minnetonka Public Schools
5621 County Road 101
Minnetonka, MN 55345

Transportation Department
952-401-5023
952-401-5092 (Fax)
transportation@minnetonkaschools.org

ANNUAL REQUEST FOR DAYCARE/ALTERNATE/OPEN ENROLLMENT TRANSPORTATION

PARENT: Please complete this form only if your child will be picked up or dropped off by the bus at a location other than your home on a regular basis, one or more days per week.

Busing assignment will be to the **closest established bus stop** on a **space-available basis**.

* **High School students receiving a parking pass will not be assigned to busing.**

* **Open Enrollment transportation is from inside the school's boundary.**

Pupil's Name _____ School Year _____
Home Address _____ Grade Level _____
City _____ Zip _____ School _____
Phone: H _____ W _____ Cell _____
Daycare/Alternate Contact Person _____ Phone _____

Requested start date _____ Actual start date determined by this office. **Allow 5 days for processing time.**

TO SCHOOL: DAYCARE / ALTERNATE / POP / OPEN ENROLLMENT ADDRESS FROM WHICH I REQUEST MY CHILD BE TRANSPORTED TO SCHOOL. (Child walks to closest established bus stop).

Address _____ City _____

This is the pupil's DAYCARE/ALTERNATE/POP/OPEN ENROLLMENT (circle one)

Transport Days (circle as necessary) M T W TH F **OR** Days Vary

Bus Stop:

FROM SCHOOL: DAYCARE / ALTERNATE / POP / OPEN ENROLLMENT ADDRESS TO WHICH REQUEST MY CHILD BE TRANSPORTED FROM SCHOOL. (Child walks to closest established bus stop).

Address _____ City _____

This is the pupil's DAYCARE/ALTERNATE/POP/OPEN ENROLLMENT (circle one)

Transport Days (circle as necessary) M T W TH F **OR** Days Vary

Bus Stop:

PARENT/GUARDIAN SIGNATURE _____ **DATE** _____

DISTRICT APPROVAL _____ **START DATE** _____

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TIMELINE FOR PROCESSING REQUESTS

For requested stop assignments to be on the bus schedule and bus roster for the first week of school, request forms must be received in the Transportation Office by the following dates.

Bus Route

Receiving Deadline

Morning & Afternoon Routes K-12

End of third week in June

Requests not received within the timeline will be processed as soon as possible, however at the beginning of the school year requests not received within the timeline provided may not be effective until the second or third week of school. When the request is processed parents will be notified of the start date and of all busing information.

PARENT RESPONSIBILITY

- Completing the form on the reverse side to request daycare, alternate or open enrollment busing which must be in the busing area for your child's school. This form must be completed on a **yearly basis**. Note: District policy will allow transportation for each student to be a home and/or one alternate address. **Multiple requests will not be honored.**
- Updating the District in the event circumstances change.
- Be aware that high school students issued a parking permit will not be assigned busing either home or alternate.

Questions: Call your child's school or the District Transportation Office at 952-401-5023.

(OVER)