

LATE BUS AUTHORIZATION FORM FOR THIRD, FOURTH, AND FIFTH GRADERS

This form is required to authorize students in third, fourth, or fifth grade to ride the late buses home on Tuesday, Wednesday, and/or Thursday afternoons.

Future changes, including returning transportation to the student's primary address, can only be authorized by completing and submitting **this** form.

Submit this form to the webmail drop-box at transportationrequest@bscsd.org. If email is not an option, submit a printed form to the Transportation Department at 1458 Saratoga Rd, Ballston Spa. Submissions to any other District building will delay the time to process the request.

Please Note:

Bus passes are not issued for after school activities.

The student will go to ONLY one address authorized for late run for any afternoon of the week.

TO BE COMPLETED BY PARENT/GUARDIAN

(PLEASE PRINT)

Student Name: _____ Grade: _____ School: _____

Home Address: _____ City: _____

Parent/Guardian: _____ Phone: (____) ____ - ____

I request that my student be transported to the location listed below for after school activities.

Select only one:

(please allow 3-5 days for processing)

- ☐ Drop off at home every Tuesday, Wednesday, and/or Thursday afternoon
- ☐ Drop off at a daycare provider every Tuesday, Wednesday, and/or Thursday afternoon
- ☐ Drop off at an alternate residence every Tuesday, Wednesday, and/or Thursday afternoon

Daycare/Alternate Residence

(Leave this section blank if your student is going home)

Provider's Name: _____ Phone: (____) ____ - ____

Street Address: _____ City: _____

I have read and understand the above guidelines, and have provided all requested information. I also understand that my student will be dropped off to the closest bus stop to the address provided and a drop off time cannot be provided by Transportation.

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

FOR TRANSPORTATION DEPARTMENT USE ONLY

Received by: _____ Date: ____ / ____ / ____

Processed by: _____ Date: ____ / ____ / ____

☐ School notified ☐ Driver notified ☐ Parent notified