



# Aitkin Public Schools

INDEPENDENT DISTRICT NO. 1  
AITKIN, MINNESOTA 56431

Michelle Alcox-Larson  
Transportation  
Supervisor

Krystal Larson  
Transportation  
Technician

Dear ISD #1 families,

Hello to you all. We are starting to prepare for the 2023-2024 school year. We will **not** be mailing **Transportation Request forms** or **busing information** home to families again this year. You will be able to access the form on the school website or at your child/children's school and you will be receiving your busing information via the Stopfinder app middle to end of August. The Stopfinder app has been a very useful tool. It has allowed parents/guardians to check busing information whenever they like. It has allowed parents to message the garage directly. It has also allowed the bus garage to send messages to individual families, to all families on a specific route, or to everyone in the district. If you have not received, an invite to sign up for the app please reach out to Michelle @ the bus garage. Parents/Guardians will receive a notification in August when your busing information is ready and available for you to view.

We will once again be using our transportation request forms for the 2023-2024 school year. There is a fillable version of this form at [www.isd1.org](http://www.isd1.org). on both our home page and the transportation page. We need a new form filled out at the beginning of each school year, each time your address changes, and if you need to make changes to your current bus plans throughout the school year. Please fill out the attached form (**1 form per student**) and send it back to the bus garage in one of three ways:

1. Email to [malcox@isd1.org](mailto:malcox@isd1.org). You can do this by saving the fillable form or by scanning or taking a picture of the physical form.
2. Drop off at Aitkin High School, Rippleside Elementary School, Aitkin Children's Center or the Bus Garage
3. Mail to 306 2<sup>nd</sup> St NW Aitkin, MN 56431 Attention: Bus Garage

We will begin accepting bus forms for the 23-24 school year on May 15th, 2023. Please have them returned to us **no later than July 1st, 2023**. If you have any questions feel free to call Michelle at 218-429-0242 or 218-831-0824. You can also email Michelle at [malcox@isd1.org](mailto:malcox@isd1.org).

Thank you so much for your time,

Michelle Alcox-Larson  
Transportation Supervisor

Krystal Larson  
Trans. Technician

## WE ARE ISD 1!

# Aitkin Public Schools- Transportation Request (2023-2024)



## Aitkin Public Schools

306 2nd St NW  
Aitkin, MN 56431

To help ensure the safety of our students we require all families to complete a transportation request form for each student. This is to inform the office and bus garage of the regular plan for student transportation. We recommend a consistent plan as this is especially important for our young students. If any permanent changes need to be made during the school year, please contact the office or bus garage to complete a new form. The form needs to be on file for any permanent changes to take place.

Please complete this form in its entirety:

- At the beginning of each new school year
- If your child is a new student
- For changes regarding Primary/Secondary location

\*Each student who qualifies will be allowed transportation to a primary and, on occasion, a secondary location. Parents/Guardians are responsible for their own temporary arrangements.

- Please allow up to (3-5) school days for any changes to go into effect.

### STUDENT INFORMATION (1 student per form)

Student's name (Please Print): \_\_\_\_\_

Primary address: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher's name (if known): \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_ Parent/Guardian phone number: \_\_\_\_\_

Will your student require busing?  YES  NO

### REASON FOR REQUEST (please check at least one option):

New student:

New school year:

Change to primary location:

Change to secondary location:

Change to both locations:

Date for change to be effective: \_\_\_\_\_

**\*Please note: if you are changing your primary address you must provide that to the school office as well in order for change to go into effect-you will not be allowed to change busing plans if we have conflicting addresses on file.**

Does a bus currently go by your house?  YES  NO If so what bus? \_\_\_\_\_

Will you be requesting transportation to a secondary location?  YES  NO (if YES, please complete remainder of form)

Secondary Location Address: \_\_\_\_\_

Secondary phone number: \_\_\_\_\_ Bus number (if known): \_\_\_\_\_

Reason for the secondary location request (e.g. daycare, dual household, etc.): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_