

Aitkin Public Schools- Transportation Request



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 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:

- 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. Parent are responsible for their own temporary arrangements.

- Please allow up to (3) school days for the request to be completed

STUDENT INFORMATION (1 student per form)

Student's Name (Please Print): _____

Primary Address: _____

Grade: _____ Teacher's Name: _____

Parent / Guardian Name : _____ Parent/Guardian Phone # : _____

REASON FOR REQUEST:

New student : _____ New School year: _____ Change to Primary/Secondary: _____

Date for change to be effective: _____ (Circle One) PRIMARY / SECONDARY / BOTH

Will your student require busing? Yes / NO (Please make sure the school has the correct address)

Does a bus currently go by your house? Yes / NO If so what bus? _____

Will you be requesting transportation to a secondary location? (Circle One) YES / NO

If Yes, please complete remainder of form:

Secondary Location Address: _____

Secondary Phone #: _____

Bus # (If known) : _____

Reasoning for the Secondary Location Request: _____

Parent / Guardian Signature: _____ Date: _____