



# Aitkin Public Schools

INDEPENDENT DISTRICT NO. 1  
AITKIN, MINNESOTA 56431

Michelle Alcox-Larson  
Transportation Supervisor

Robert Blume  
Mechanic

Dear ISD #1 families,

Hello to you all. We hope you are having a wonderful summer! There have been a few changes here at the bus garage and we would like to share these changes with all of you. Our first change is that we have hired and welcomed a new bus mechanic. Robert Blume had his first day with us on June 1, 2021. He is fitting right in and doing a great job getting our buses ready for the upcoming school year. If you see him out and about please welcome him. Our second change is that Tom Bruss has retired as our transportation supervisor. Michelle Alcox-Larson has accepted the position as the new transportation supervisor. We expect things at the garage to continue without any disturbances.

As we start our 2021-2022 school year we will be implementing a new way for families to get their busing information and a new way of sending messages to the bus garage. Stopfinder is a new program within our current routing program. It will allow parents/guardians to check busing info whenever they like. It will also allow the bus garage to send messages to individual families, to all families on a specific route, or to everyone in the district. It will be a very useful tool. Please watch for more information we will be sending out at the beginning of August on how to access this program. As for now we will continue to prepare for the new school year. Here is our current transportation request form. 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)
2. Drop off at Aitkin High School, Rippleside Elementary School, or the bus garage
3. Mail to 306 2<sup>nd</sup> St NW Aitkin, MN 56431 Attention: Bus Garage

Please have them returned to us **no later than August 1st, 2021**. 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

Robert Blume  
Mechanic

## WE ARE ISD 1!



# 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:

- 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) 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: \_\_\_\_\_