



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

Transportation Department
3 Wallace Rd
West Windsor, NJ 08550
Phone: 609 716-5570 FAX: 609-716-5575

Alternate Transportation Request Form

This form must be completed and forwarded to your child's school of attendance. The school will forward a copy to the Transportation Department. Once the form has been received and approved by Transportation, a revised bus pass will be forwarded to the school with the effective date of the change. All alternates must be five days per week, no exceptions and processing normally take three days except for the first two weeks of school. If changes are made to this, a new form must be submitted. We will not take changes over the telephone.

Date: _____

Student Name: _____ Grade _____

Home Address: _____

Home Phone #: _____ Work/Cell Phone#: _____

School your child attends: _____

**ALTERNATE LOCATION REQUESTED- PLEASE FILL IN COMPLETE INFORMATION
MUST BE 5 DAYS PER WEEK**

Will your child ride bus **to school** from home? Yes _____ No _____

If no, please completely fill out the area below: Incomplete information will delay the processing of the alternate

Name of daycare or sitter: _____

Complete address of daycare or sitter: _____

Contact number for daycare or sitter: _____

Will your child ride bus **from school** to home? Yes _____ No _____

If no, please completely fill out the area below: Incomplete information will delay the processing of the alternate

Name of day care or sitter: _____

Complete address of daycare or sitter: _____

Contact number for daycare or sitter: _____

If you request and are granted a change in session for your kindergarten student to accommodate your daycare arrangements and your arrangements change during the school year, parents will be responsible for transporting their child.

If West Windsor – Plainsboro Schools are closed for any reason there will not be transportation to or from the daycare location.

Effective Date of Change (date must be at least 3 days later)

Parent/Guardian Signature (form must be signed)
