

**Anchor Bay Schools  
Transportation Department  
51890 Washington  
New Baltimore, MI 48047  
(586)-725-4220 – Fax (586)725-4223**



**To the Parents / Guardians of students in the Anchor Bay School District:**

Anchor Bay Schools Board Policy provides for Transportation Services to all eligible students attending school serviced by their attendance boundary.

In order to create efficient bus routes, it is important to know which students will require Transportation Services. Please complete the enclosed form(s) and return it to either the school office or the Transportation office by Tuesday 6-09-2009.

**Transportation Information:**

- All students must complete the Transportation Request form, either by indicating the request for or decline of transportation services. This must be done every year.
- Our department requires a form from each individual student indicating their transportation request for our records
- All student bus stop assignments are determined by their home address. If your child will be picked up or dropped off at an alternate stop due to child care arrangements please note this information on the “**Transportation Request Form**” and fill out the “**Alternate Bus Form**”. (*Criteria for the Alternate Bus Stop is indicated on the form enclosed*). Failure to fill out the Alternate Bus Form, will have your student assigned to a bus stop in your neighborhood and may cause a delay in your students transportation requirement. **Alternate Bus Forms** must be re-completed every year. The form does not follow from the previous year
- Kindergarten AM or PM transportation assignments will be decided later in the summer, based on the number of students enrolled and the number of sessions offered at each school. We still ask that you complete the enclosed forms if your child will require transportation
- Transportation personnel will be at each elementary school in August before the start of school with Kindergarten information and a bus ride for the students. Parents will be notified of your school’s scheduled date.
- Post cards will be mailed in August with your bus information enclosed

**Anchor Bay Schools**  
**Transportation Request Form**  
**586-725-4220 Office 586-725-4223 Fax**  
**School Year: 2009-2010**

**PLEASE PRINT THE FOLLOWING INFORMATION:**

Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Other students in the house that attend the same building

\_\_\_\_\_ grade \_\_\_\_\_ grade  
Last name First name Last name First name

\_\_\_\_\_ grade \_\_\_\_\_ grade  
Last name First name Last name First name

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_  
AREA CODE AREA CODE

Parent's Name \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone Number: (\_\_\_\_\_) \_\_\_\_\_  
AREA CODE

School Attending: \_\_\_\_\_

Grade: \_\_\_\_\_

**Grades 1-8**

My child **WILL NOT** require transportation: \_\_\_\_\_

( I understand that my child will not be assigned to a bus route: \_\_\_\_\_  
initials

My eligible child **WILL** require transportation at the following times

(check all that apply)

**Kindergarten Students:**

Kindergarten Transportation To School \_\_\_\_\_ Home from School \_\_\_\_\_

*Kindergarten students that will require transportation please check both boxes, Assignments have not yet been decided. If your student lives in a walking area, they will be provided transportation one way.*

My child **WILL** be picked up \_\_\_\_\_ dropped off \_\_\_\_\_ at an alternate location

*"Alternate Bus form is to be filled out. A copy is attached. Return both forms before bus assignment can be made.*

Parent / Guardian

Signature: \_\_\_\_\_