

MECHANICVILLE ELEMENTARY SCHOOL
Mechanicville, New York 12118

TO: Parents of Elementary School Students

FROM: Chris Turcio, Elementary School Principal

**RE: CHILD CARE TRANSPORTATION
REQUEST FOR 2022-2023**

Parents who need to have their child(ren) bused to/from a location **other than their home address** during the 2022-2023 school year should complete the Child Care Transportation Request Form on the back of this page and return it to the Elementary School Office ***no later than July 1, 2022.***

Please note that we can only consider requests for transportation to/from child care if:

1. The bus is not already full
2. The request is to the **SAME DESTINATION EACH SCHOOL DAY**
3. The requested bus stop is already on a scheduled route

Any requests received AFTER JULY 1st will be considered on a case-by-case basis.

If you have any questions, please contact us at (518) 664-7336, ext. 3005.

This form is also available at our website for your convenience – Mechanicville.org

MECHANICVILLE PUBLIC SCHOOL DISTRICT

25 Kniskern Avenue

Mechanicville, NY 12118

TRANSPORTATION REQUEST FORM FOR CHILD CARE

DIRECTIONS: Complete the form below and return to the Elementary School Office. Please call (518) 664-7336, ext. 3005, if you have any questions regarding the form. Submit one form for each child.

Student's Name _____

2022-2023 Grade _____ **2022-2023 Teacher** _____

Home Address _____

I hereby request a change in bus transportation FIVE (5) DAYS PER WEEK effective:

_____ **(Beginning Date)**

Caregiver's Name _____

Address _____

Phone _____

Circle as Appropriate: **AM only** **PM only** **AM and PM**

Comments:

Parent Signature

Date

Home Phone

Work Phone

FOR SCHOOL USE ONLY:

Approved _____

Denied _____

Date: _____

Home Bus # _____

Babysitter Bus # _____

Comments: _____

Principal's Signature: _____

Date Parent Contacted: _____

Phone Call / Letter