

BERNE-KNOX-WESTERLO TRANSPORTATION DEPARTMENT

Student Transportation is automatically scheduled using the home address on record. Please complete this form if you need transportation to an alternate location for all daycare and joint custody purposes. Please use a separate form per child. Families may identify one alternative stop for pick up and/or drop-off per child. This must be completed in its entirety and renewed each school year.

PLEASE RETURN TO SCHOOL NO LATER THAN AUGUST 15, 2020

Student: _____ 2020-21 Grade Level: _____

Parent/Guardian: _____ Phone: _____

Please check the applicable: I am requesting alternate transportation according to the following schedule

Morning

Afternoon

Both - Morning and Afternoon

I will be providing own transportation in the morning

I will be providing own transportation in the afternoon

MTWTFM-F

Child Care or Joint Custody Parent/Guardian Name: _____

Alternate Address: _____

Alternate Phone #: _____

Name of Person Completing Form: _____

Effective Date _____

Forms not received by 8/15 will not be honored and effective until September 14, 2020. There will be no exceptions. A new request must be completed for any changes that occur during the school year. Any changes in pick up and/or drop off will not be honored without a new form on file. Please return to BKW Elementary School Office or mail to BKW Elementary School, 1738 Helderberg Trail, Berne, NY 12023. PLEASE NOTE: ALL INFORMATION MUST BE COMPLETED FOR REQUEST TO BE PROCESSED.

For Office Use Only

Received By:

Received Date:

Date Copy sent to Transportation: