



TRANSPORTATION DEPARTMENT
1738 Helderberg Trail, Berne, NY 12023
Phone (518)872-1126, Fax(518)872-5167
Email: shaun.sisson@bkwschools.org

Student Name: _____
(Last) (First)

Primary Home Address: _____

Grade: _____ Requested Effective Date: _____

• Please read the information below before completing the form

- Students in grades Pre-K-8 must have a set schedule.
- No rotating schedules are permitted.
- Students who are in grades Pre-K-3 must be met by an authorized child care provider or adult, unless a permission for others is on file with the transportation department.
- For any changes during the school year, a new form must be submitted to the students' mail office.
- Forms must be submitted yearly for alternate transportation, including for joint/shared custody.

**Approved requests may take up to 5 business days to process.
Busing changes will not be in effect until you are contacted by this office**

FORMS MUST BE RETURNED TO THE ELEMENTARY OFFICE NO LATER THAN AUGUST 15 OF THE UPCOMING SCHOOL YEAR IN ORDER TO TAKE EFFECT ON THE FIRST DAY OF SCHOOL. FORMS RECEIVED AFTER THAT DATE WILL NOT TAKE EFFECT UNTIL SEPTEMBER 15.

DAY OF WEEK	PICKUP ADDRESS	DROP OFF ADDRESS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Joint/Shared Custody contact information:

Name: _____ Phone number: _____

Parent Signature: _____ Date: _____

Daycare contact information:

Name: _____ Phone number: _____

Parent Signature: _____

Date:
