

PERRY TOWNSHIP SCHOOLS

INFORMATION AND PROCEDURES FOR COMPLETING AN ALTERNATE TRANSPORTATION BUS WAIVER

Waivers are designed for Parents/Guardians that may have a need for their child to ride a bus to an address other than their home address. The two most common reasons which a waiver is submitted, is the need for a daycare provider and/or parents sharing custody. Please keep in mind that these alternate addresses must remain within the child's home school boundary.

- 1) Alternate address waiver forms may be found on the Perry Twp Website or at the the child's home school office.
- 2) The waiver must be completely filled out. Incomplete forms will delay the process.
- 3) Once the waiver has been completed, return to the child's home school.
- 4) Someone from the school will check the waiver to make sure it is completed and all information is correct.
- 5) Completed waivers are emailed by the school to the transportation office for approval or denial.
- 6) The transportation office will process the waiver and email it back to the school. The school will then contact the parent/guardian with the waiver details.
- 7) The child may not ride the waiver requested bus until the waiver is processed by the transportation office and the school has made notification to parent/guardian with details.

Waivers are not considered an emergency and will be addressed as time allows.

**** Elementary Schools (Gr. 1-5)** Approved waivers will remain active until canceled or once the child has moved on to the 6th Grade Academy.

**** Kindergarten (K) and Secondary Schools (Gr. 6-12)** Waivers are submitted each school year.