

# 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 in 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 Township Website or at the child's home school office.
2. The waiver form must be completely filled out as 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 and bus driver with details.

**Waivers are not considered as an emergency and will be addressed as time allows. Therefore, you will need to provide transportation until your waiver is processed. School buildings please do not give out emergency passes in place of waivers**

**\*\* At the beginning of the new school year** Transportation is set up and routed weeks ahead of time. Therefore, any changes requested the first few weeks of school, could take up to two weeks to get processed. As stated above, be sure to have other arrangements in place. All waivers are processed in the order received. Please be patient, as we are working diligently on processing these waivers.

**\*\* Elementary Schools (Gr. 1-5)** Approved waivers will remain active until canceled by the parent, if the student moves, or when the student goes onto the 6<sup>th</sup> grade academy.

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

**\*\* Shared Custody Waivers** These waivers will not expire. Instead, they will stay in place each year until cancelled. Be sure to check with transportation or your Skyward at the beginning of each year and/or when changing buildings, as the bus numbers could change.