

**PERRY TOWNSHIP SCHOOLS**  
**INFORMATION AND PROCEDURES**  
**FOR COMPLETING AN ALTERNATE TRANSPORTATION BUS WAIVER**

**\*\* Due to redistricting, previous year waivers will not be carried over. All families will need to submit a new waiver request for the 2023-24 school year.**

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.