

Portland Board of Education
Portland, CT 06480 (860-342-6790)

Valley View School - 342-3131
Portland Middle School - 342-1880
Brownstone Intermediate – 342- 6765

Gildersleeve School- 342- 0411
Portland High School- 342-1720
Special Education - 342- 2778

2017 – 2018 Alternate Bus Route Request

NOTE TO PARENTS: Each school year, a new alternate bus form must be filled out. Changes must be completed **before** the student rides the bus and must be in writing to your child’s school by **June 23, 2017**.
(See Reverse Side of this form for additional information)

TO: Principal: _____ Date: _____

School: _____ Alternate Bus Route Start Date: _____

Name of child _____ Grade Entering in 2017-2018: _____

Parents’ Names: _____

Home Address: _____

Alternative **morning pick-up** location requesting (if other than home)

Pick-up Address: _____

Circle day(s) for alternative morning pick-up: *Monday, Tuesday, Wednesday, Thursday, Friday*

Alternative **afternoon drop-off** location requesting (if other than home)

Drop-off Address: _____

Circle day(s) for alternative afternoon drop-off: *Monday, Tuesday, Wednesday, Thursday, Friday*

Name of childcare provider: _____ Provider’s Address: _____

Provider Phone: _____ Provider Cell Phone: _____

One alternative pick-up/drop-off location may be specified on the request form, but does not have to be five days a week. For example, a child may go to daycare on Monday, Tuesday and Wednesday and to home on Thursday and Friday. Multiple alternatives will not be accommodated. Alternate locations cannot be approved for students going to regular club events (e.g., Boy Scouts) or parties at individual homes. I attest that the location involved is not within the established walking distance to the school for the grade level of the child listed:

0.5 miles – kindergarten 1.0 miles – grades 1 – 6 1.5 miles – grades 7 – 8 1.75 miles – grades 9 – 12

Parent(s) Contact Information:

Parent Name: _____ daytime phone # _____ cell # _____

Parent Name: _____ daytime phone # _____ cell # _____

For office use only:

Bus company notified _____ Route number _____

School notified _____ Teacher notified _____ **Building Principal’s Signature:** _____

PORTLAND PUBLIC SCHOOLS

33 East Main Street, Portland, Connecticut 06480
Telephone: 860-342-6790 Fax: 860-342-6791

Philip B. O'Reilly, Ed.D.
Superintendent of Schools

May, 2017

To Portland Parents and Guardians:

Due to the complex nature in creating bus routes, we ask that you return your Alternative Bus Route request for the 2017-2018 school year **to your child's school by June 23, 2017**. Please note you must fill out an alternative bus route form each school year. Below are the regulations that will be followed for the 2017-2018 school year.

Alternative Bus Route Requests

- **Completed forms should be dropped off at your child's school by June 23rd.**
After June 23rd – drop forms off at the Portland Board of Education Office (Town Hall)
- Forms received **AFTER July 21st**: Alternate Bus Route requests cannot be guaranteed for the first day of school and you will be notified as to the start date.

Sincerely,

Philip B. O'Reilly, Ed.D.
Superintendent of Schools