

Portland Board of Education
33 East Main Street
Portland, CT 06480

Nichols Bus Service, Inc.
1010 Portland-Cobalt Rd.
Portland, CT 06480 (342-2217)

April 8, 2014

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

2014 – 2015 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 the school office by **July 3, 2014**.

(See Reverse Side of this form for additional information)

TO: Principal: _____ Date: _____

School: _____ Alternate Bus Route Start Date: _____

Name of child _____ Grade Entering in 2014-2015: _____

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 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

Sally E. Doyen, Ed.D.
Superintendent of Schools

April 8, 2014

To Portland Parents and Guardians:

Alternative Bus Route requests for the 2014-2015 school year are due by **July 3, 2014**. Each school year, a new alternative bus route form must be filled out. Below are the regulations that will be followed for the 2014-2015 school year.

Alternative Bus Route Requests

- **Completed forms should be dropped off at your child's school by June 25th.**
- After June 25th – drop forms off at the Portland Board of Education Office (Town Hall)
- Forms received **BY July 3rd**: Requests will be honored the first day of school, September 2nd unless there is a problem. If there is a problem, you will be called.
- Forms received **AFTER July 3rd and PRIOR to July 18th**: School personnel will notify you in late August to let you know if your child's alternate bus route request will go into effect the first day of school.
- Forms received **AFTER July 18th**: Alternate Bus Route requests WILL NOT become effective until September 15th and you will be notified by Nichols Bus Company.

Sincerely,
Sally E. Doyen
Dr. Sally E. Doyen
Superintendent of Schools

SED:mew