



STUDENT TRANSPORTATION OFFICE (920-459-3569)  
SHEBOYGAN AREA SCHOOL DISTRICT

**2017-18 APPLICATION FOR FREE BUS TRANSPORTATION**

**DIRECTIONS:** Please refer to the Free Transportation Process on the back of this sheet.

For all students who have been approved for transfer to a school outside of their attendance area as outlined in Administrative Guideline 5120.

School (2017-18) \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_  
Last First (2017-18)

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_  
Last First 2017-18)

Name of Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Home Address Information: \_\_\_\_\_  
House Number and Street

\_\_\_\_\_ City and Zip Code

Requested pickup/drop off address or nearest street corner:

Please check **ONE** of the following:

I am requesting both to and from school bus service. \_\_\_\_\_

I am requesting to school bus pickup only. \_\_\_\_\_

I am requesting from school bus drop off only. \_\_\_\_\_

Received transportation from this school during 2016-17 school year **under this process:** Yes \_\_\_ No \_\_\_

As parent/guardian of this student, I have read and understand AG 5120. I understand that if this request is approved, my child will be awarded free transportation according to AG 5120. Further, I understand that if the bus my child has been assigned to becomes filled beyond capacity of the bus, my child will no longer receive free transportation and will receive written notification of that fact.

\_\_\_\_\_  
Parent/Guardian Signature

Please return this to your school secretary who will forward it to the Student Transportation Office. Or you may return this directly to the Student Transportation Office, 830 Virginia Ave, Sheboygan, WI 53081.

FAX: 459-6714 or scan to email: tkurtzbach@sasd.net

## **FREE TRANSPORTATION PROCESS**

All Transfer Requests are approved with the understanding that transportation is the parents'/guardian's responsibility. However, from time to time some of the district's buses have available space. In these situations, the school district would be able to provide free transportation for your child. Approval of Free Transportation Applications would be on a year-to-year basis and would have to comply with the conditions set forth below.

1. Free Transportation Applications will be accepted at any time during the school year. The Student Transportation Department will require three weeks to process your request. Parents/guardians will receive a written response to their request.
2. Requests for free transportation will only be approved if there is **no additional cost** to the Sheboygan Area School District.

The following criteria will apply:

- a. The district will not re-route a bus to accommodate the request.
  - b. Only existing bus stops will be used.
  - c. Space availability will be determined by assigned ridership for programs/schools.
3. During the course of a school year if the bus my child has been assigned to becomes filled beyond capacity of the bus, my child will no longer receive free transportation and parents/guardians will receive three weeks advance written notification of that fact.
  4. All applications received in the Student Transportation Office will be considered for approval. Applications will be processed on a first come, first serve basis.
  5. **Free Transportation Applications are required each school year.**