

Transportation Enrollment and Change Procedures

Parents/Guardians requesting new service or changes to bus transportation are required to complete a **STUDENT TRANSPORTATION REQUEST FORM**. This form can be found on the transportation page of the districts web site www.tiffin.k12.oh.us

- A transportation request form must be submitted by July 1 of the upcoming school year to allow for the establishment of safe and efficient bus routes.
- New requests and changes may not be processed 10 days prior to the first day of school or until 10 days after the first day of school.
- A student may only have one pickup location per week.
- A student may only have one drop off location per week.
- The pickup and drop off location can be different.
- Shared parenting schedules may be accommodated on a weekly schedule, the schedule must be submitted in writing.
- Bus passes or notes from parent will not be accepted, all students must be scheduled through the transportation office.
- Short term, temporary, one day riders will not be permitted.

Effective: 06/01/2017