

Transportation 2017-2018

This year *preliminary* bus information for students will be available in advance of registration through Skyward's parent portal starting August 7, 2017. We will not be handing out assignments at registration. If Skyward shows your desired transportation, there is no need to stop by the transportation table at registration. If you would like to request transportation to a location other than your primary residence, please complete the attached Special Transportation request form and submit it by July 22nd so we can process as many as possible in advance of registration.

If families are required to fill out a transportation form and there are no questions regarding bussing, families are able to bypass the line and submit form in baskets labeled by request.

Who IS required fill out the Special Transportation Request Form?

1. **ALTERNATE LOCATION:** This form needs to be completed annually; examples of an alternate location would include childcare, New Dual Household, grandparents' location and etc. For non-residential child care, transportation may be available for participating providers. Contact your provider for opportunities.
2. **ADDRESS CHANGE:** If the household address has changed since May 2017 and family did not notify Kobussen a form will be required in order to accurately route students
3. **NO TRANSPORT-** If the family is eligible for bus service but the student(s) will not require pick up and/or drop off. High Schoolers who have already answered this question through the on-line district registration process exempted.

Who IS NOT required to fill out a Transportation Form?

1. If the family is eligible for transportation, and will ride to/from home.
2. Dual Households which have previously completed the form and have no changes.
3. If families are ineligible for transportation, i.e. live in the walking area for the school of attendance, are alternate school assigned or open enrolled.

Families are encouraged to email completed Special Transportation forms to mary.baumann@kobussen.com or mail them to 6592 Lake Rd, Suite A; Windsor, WI 53598. Request for changes to bus service after August 25, 2017 will be evaluated and once completed families will receive notification when their request is approved. Please note after August 25th, we are not able to guarantee requests be completed until after the first week of school.

Families should recheck Skyward's Parent portal on/after August 28th for updated routing information.

If there are any questions, please contact our office 608-729-0167 (please note this is a new phone number).

Thank you

Steve Rammer, Terminal Manager Kobussen Buses, Ltd.