



TRANSPORTATION DEPARTMENT  
970 Route 146, Clifton Park, NY 12065-3682  
Phone: (518) 881-0240, Fax: (518) 371-3126  
EMAIL: [transportation@shenet.org](mailto:transportation@shenet.org)

BOE 5710 F.2

**ALTERNATE/ DAYCARE/ SECONDARY HOME TRANSPORTATION REQUEST**

School of Attendance: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Requested Effective Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Last) (First)

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Important Information Below. Please read!**

If you need transportation to a DIFFERENT ADDRESS other than your home address, please fill out the information below and give to the Transportation Dept. no later than **August 1**.

**Guidelines:**

1. The childcare provider and the NY State Licensed Day Care must be within the Shenendehowa Central School District.
2. Grades K-5 can be transported to a **licensed daycare** outside their home school boundary.
3. If the daycare/childcare is **not licensed** then K-5 students can be transported within the HOME SCHOOL BOUNDARY ONLY.

*This applies to **joint custody** as well, we cannot transport outside of the home school boundary, one secondary address will be allowed in the home boundary only, provided we receive a set schedule on this form. Students are allowed any combination of days alternating between home, joint custody address, and daycare, however, the day variant schedule must be consistent throughout the school year; no rotating schedules will be permitted. We can only transport to one primary address.*

\*Middle and High School Students may be bused to and from primary and secondary address on any given day. Please check "yes" below if this applies to you.

**CHILDCARE INFORMATION:**

DAY OF WEEK	PICKUP ADDRESS	DROP OFF ADDRESS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Child care provider's or responsible adult's name: \_\_\_\_\_

Provider's or responsible adult's phone number: \_\_\_\_\_

Is this a joint custody secondary address?: Yes

*If yes, is student to be bused to and from either location on any given day? (for middle and high school students only). Yes*

**Important Information Below. Please read!**

Kindergarten students must be met by an authorized child care provider or adult. Transportation to locations other than home address follows the same guidelines with respect to supervision from home to bus stop and bus stop to home (or daycare). It is the responsibility of the daycare provider to insure safe travel of the student(s) to and/or from the bus stop. A request for childcare transportation outside your school's attendance zone (see important information above and 5720F page 2) may require a longer ride than usual. It may also involve riding a shuttle bus, or transferring between buses at a transfer site. Approved request may take up to 5 business days to process. Busing changes will not be in effect until you are contacted by this office.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return completed form to: Shenendehowa CSD, Transportation Dept., 970 Rte 146, Clifton Park, NY 12065

## Transportation to Child Care Locations Regulation

Transportation to a child care location outside the attendance boundaries established for the school a student attends may often involve a longer bus ride than usual. It may also involve riding a shuttle bus, or transferring between buses at a transfer site, or pick-up and drop-off at a centralized site.

<b>If a child's residence is located In the attendance area for:</b>	<b>Busing will be available to child care locations in these attendance areas:</b>
Chango	Chango, Karigon, Orenda, Arongen, (north of Route 146) and the Route 146 corridor*
Karigon/Orenda	Karigon, Orenda, Chango, Arongen, Skano, Tesago, Shatekon
Arongen	Arongen, Karigon, Orenda, Skano, Tesago, Shatekon
Shatekon	Shatekon, Arongen, Karigon, Orenda, Skano, Tesago, Okte
Skano/Tesago	Skano, Tesago, Okte, Arongen, Karigon, Orenda, Shatekon
Okte	Okte, Skano, Tesago, Arongen, (south of Route 146), Shatekon, and the Route 146 corridor*

\*"Route 146 corridor" describes an area encompassing day care providers located along and just (**limited distance as determined by the Director of Transportation**) north and south of Route 146.

**Revised: 2018**

**Ref: 5720**

AK 8-9-16