

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

Nichols Bus Service, Inc.
1010 Portland-Cobalt Rd.
Portland, CT 06480

May 2011

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

2011 – 2012 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 8, 2011**.

(See Reverse Side of this form for additional information)

TO: Principal: _____ Date: _____

School: _____ Alternate Bus Route Start Date: _____

Name of child _____ Parents' Name: _____

Home Address: _____

Grade: _____ AM/PM Kindergarten session: _____ Teacher: _____

(A) Alternative morning pick-up location requesting (if other than home)

Address: _____

(B) Alternative afternoon drop-off location requesting (if other than home)

Address: _____

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.

Name of Parent **(Please print)** Date _____

Parent daytime phone # _____ Parent Cell phone # _____

*0.5 miles – kindergarten 1.5 miles – grades 7 – 8
1.0 miles – grades 1 – 6 1.75 miles – grades 9 – 12

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

May 3, 2011

To Portland Parents and Guardians:

Alternative Bus Route requests for the 2011-2012 school year are due by July 8, 2011. Each school year, a new alternative bus route form must be filled out. Below are the regulations that will be followed for the 2011-2012 school year.

Alternative Bus Route Requests

- **Completed forms should be dropped off at your child's school by June 20th.**
- After June 20th – drop forms off at the Portland Board of Education Office (Town Hall)
- Forms received **BY July 8th**: Requests will be honored the first day of school, August 31st unless there is a problem. If so, Nichols Bus Company will notify you by July 29th.
- Forms received **AFTER July 8th and PRIOR to July 25th**: 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 25th**: Alternate Bus Route requests WILL NOT become effective until September 12th and you will be notified by Nichols Bus Company.

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

SED:mew