

Portland Board of Education  
Portland, CT 06480 (860-342-6790)

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  
M & J Bus Company – 342-2217

**2020 – 2021 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 your child’s school by **June 22, 2020**.  
**(See Reverse Side of this form for additional information)**

TO: Principal: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Alternate Bus Route Start Date: \_\_\_\_\_

Name of child \_\_\_\_\_ Grade Entering in 2020-2021: \_\_\_\_\_

Parents’ Names: \_\_\_\_\_

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

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

**Pick-up Address:** \_\_\_\_\_

Circle day(s) for alternative morning pick-up: *Monday, Tuesday, Wednesday, Thursday, Friday*

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

**Drop-off Address:** \_\_\_\_\_ Youth Services Kids Blast Program at Brownstone School

Circle day(s) for alternative afternoon drop-off: *Monday, Tuesday, Wednesday, Thursday, Friday*

Name of childcare provider: \_\_\_\_\_ Provider’s 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/Girl 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:

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

Parent(s) Contact Information:

Parent Name: \_\_\_\_\_ daytime phone # \_\_\_\_\_ cell # \_\_\_\_\_

Parent Name: \_\_\_\_\_ daytime phone # \_\_\_\_\_ cell # \_\_\_\_\_

For office use only:

Bus company notified \_\_\_\_\_ Route number \_\_\_\_\_

School notified \_\_\_\_\_ Teacher notified \_\_\_\_\_ **Building Principal’s Signature:** \_\_\_\_\_

# PORTLAND PUBLIC SCHOOLS

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33 East Main Street, Portland, Connecticut 06480  
Telephone: 860-342-6790 Fax: 860-342-6791

Philip B. O'Reilly, Ed.D.  
Superintendent of Schools

May, 2020

To Portland Parents and Guardians:

Due to the complex nature in creating bus routes, we ask that you return your Alternative Bus Route request for the 2020 - 2021 school year **to your child's school by June 22, 2020**. Please note you must fill out an alternative bus route form each school year. Below are the regulations that will be followed for the 2020-2021 school year.

## Alternative Bus Route Requests

- **Completed forms should be sent to your child's school by June 22<sup>nd</sup>.**
- After June 22<sup>nd</sup>, forms can be mailed to the Board of Education office at 33 East Main Street, Portland, CT 06480.
- Alternate Bus Route requests received **AFTER August 3, 2020** cannot be guaranteed for the first day of school and you will be notified as to the start date.

Sincerely,

Philip B. O'Reilly, Ed.D.  
Superintendent of Schools