

**TOLLAND PUBLIC SCHOOLS**  
**SPECIAL TRANSPORTATION REQUEST FORM**

**REQUEST FOR SPECIAL TRANSPORTATION OTHER THAN LEGAL RESIDENCE**

**The Tolland Board of Education Administrative Regulation, 5040 used to establish transportation for students to/from daycare/babysitting locations for the school year are:**

1. Babysitting or daycare transportation will only be provided to an other-than-legal residence in Tolland if it is for the entire school year.

This alternate transportation will be provided in the a.m. or the p.m. or both a.m. and p.m.

2. For special transportation to a babysitter/daycare the student will be picked up or dropped off if:
  - a. it is at the same location weekly for the entire school year;
  - b. the stop is located on an established destination route; or
  - c. if the required rerouting does not increase the cost of transportation to the District.

**PLEASE NOTE:** If you need to have your child transported to an address other than his or her home address, a Special Transportation Request Form (see reversed side) must be filled out every year. These forms are not carried over from year to year.

**ADMINISTRATIVE REGULATION 5040 - TRANSPORTATION TO OTHER-THAN-LEGAL RESIDENCE**

1. Transportation to and/or from other-than-legal residence of a student is permitted when such transportation is for the purpose of daycare or babysitting services, provided that the special transportation procedure is adhered to.
2. Each student must designate a single address as his/her primary residence for the purposes of establishing the bus routes.
3. Transportation must be to the same location every day of the week and for the entire school year although the morning location need not be the same as the afternoon location. However, the superintendent of schools or his/her designee, in his/her sole discretion, may waive the "same location every day of the week" requirement where the parents present to the superintendent of schools or his/her designee the following: (1) the parents/guardians of the student share joint physical custody; (2) the student spends relatively equal time during the school year in each parent/guardian's home; and (3) homes of both parents/guardians are within the Tolland Public School district.
4. Transportation will be provided in the a.m. or p.m., or both a.m. and p.m. Students may ride different buses in the morning and afternoon because of the route schedules.
5. All students will be picked up or dropped off at established bus stops (in accordance with these Board of Education Regulations) or the stop closest to the babysitter/daycare location.
6. Parents of elementary and middle school students must inform the school by July 1st of each year if a student is to be transported to and/or from other-than-legal residence for the upcoming year.

**SPECIAL TRANSPORTATION REQUEST FOR 2016-17**

**Must be completed and returned no later than July 1, 2016:**

Birch Grove Primary School  
247 Rhodes Road  
Tolland, CT 06084  
(860) 870-6750  
Fax: (860) 870-6754

Tolland Intermediate School  
96 Old Post Road  
Tolland, CT 06084  
(860) 870-6885  
Fax: (860) 872-7126

Tolland Middle School  
One Falcon Way  
Tolland, CT 06084  
(860) 870-6860  
Fax: (860) 870-5737

**SUBMIT THIS FORM IF YOUR CHILD IS  
GOING TO/FROM A BABYSITTER OR DAYCARE ADDRESS.  
DO NOT SUBMIT IF YOUR CHILD IS BEING TRANSPORTED TO/FROM HOME.**

Name of Student: \_\_\_\_\_ Grade in 2016-17: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

Special Transportation Request:

Name of Daycare Provider: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Special Transportation is requested for (Please mark all that apply: Note grade level breakdown and circle day of week for daycare/babysitter):

**KINDERGARTEN-GRADE 2**

**GRADES 3-8**

\_\_\_\_\_ a.m. M T W Th F

\_\_\_\_\_ a.m. M T W Th F

\_\_\_\_\_ p.m. M T W Th F

\_\_\_\_\_ p.m. M T W Th F

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ (MUST ALLOW 3 DAYS FOR PROCESSING)

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

office use only: date received: \_\_\_\_\_

You will not be contacted if your request is approved. If your request does not meet these guidelines, you will be notified by the transportation secretary of your child's school. Please do not contact First Student.