



PITTSBURGH PUBLIC SCHOOLS
PUPIL TRANSPORTATION

Revised 22-June-2011

**K-5
REGULAR
EDUCATION
TRANSPORTATION
ONLY**

REQUEST FOR ALTERNATE PM DROP-OFF
2011 - 2012 School Year

(Please type or print legibly)

SCHOOL: _____ GRADE: K 1 2 3 4 5

STUDENT NAME: _____
(LAST) (FIRST) (MIDDLE)

ADDRESS: _____

REGULAR STOP: _____

REQUESTED STOP: _____
(Must be an existing stop.)

PM ADDRESS: _____

ALL INFORMATION IS REQUIRED - INCOMPLETE FORMS WILL BE RETURNED

PLEASE RETURN THIS FORM *TO YOUR CHILD'S SCHOOL*

NOTIFICATION WILL BE MAILED TO THE STUDENT'S HOME ADDRESS, AND SENT TO THE STUDENT'S SCHOOL WITHIN SEVEN TO TEN SCHOOL DAYS.

APPROVAL POLICY

The student must be a regular education student, grades K-5 only. Special education students who are receiving door to door transportation must contact the Programs for Students with Exceptionalities (412) 323-3950 to make arrangements for an Alternate PM Drop Off.

No additional PM stops or routes will be created

This special service **MUST** be provided at no additional cost to the school district and be for five days per week.

Requests for Alternate PM Drop Offs must be renewed each school year.

Established Alternate PM Drop Offs may be rescinded if they begin to incur additional expense for the Board of Education.

The final decision will be made by Pupil Transportation based on the above guidelines. Once approved, please allow up to five school days before implementation.

PARENT/GUARDIAN: _____ PHONE: _____
(SIGNATURE)

PRINCIPAL: _____ DATE: ____/____/____
(SIGNATURE)

Transportation Official: _____ DATE: ____/____/____

Approved Denied Brief Explanation: _____