

Important Notice



WISCONSIN RAPIDS PUBLIC SCHOOLS
Transportation Department

July 27, 2017

To WRPS Parents/Guardians:

Beginning with the 2017-18 school year, some changes are occurring in our Transportation Department which may or may not affect certain students who receive busing.

Just to provide some background, for students who have met eligibility requirements to receive transportation, the District is only obligated to pick-up or drop-off students at their primary place of residence. Students who live 2 or more miles from their attendance area school are eligible for transportation, or if their residence falls within an area the school district has deemed to be an "unusual hazard."

NEW: Accommodations have been made in the past for students who need to be picked up or dropped off to other addresses due to daycare needs. **Beginning on September 5, 2017**, these accommodations will continue to be made to the degree possible for one additional pick-up/drop-off point, and only after an "Alternative Bus Service Request Form" has been completed by the parent/guardian and submitted to the Transportation Department. **No students will be picked up or dropped off at any other point, other than their primary home address, unless the paperwork has been completed and approved.** Bus companies only have authorization to transport students to and from their primary home address. Verbal conversations over the phone will not properly authorize permission for students to have an alternate bus stop pick-up or drop-off point. The Alternative Bus Service Request Form to request an alternative bus pick-up/drop-off is enclosed for you to use, if needed.



Families can find bus pick-up and drop-off routing information online through their *Family Access* account. (Incoming 4K students and students new to the District may not have logged in to the system yet, and will be receiving login credentials by mail this summer.) If you go into the Family Access system, (where you perform Online Enrollment Verification and look at your child's report cards), you will find a tab in the left panel named "Student Info" - click on that, and you will see "View Bus Schedule" near the middle of the page. Click on it to find the route pick-up/drop-off information for your student - **NOTE that busing information is being updated for the 2017-18 school year, so check back in the system after August 11th for the most accurate information.**

Our former Transportation Coordinator, Jody Gruber, has retired. As a result, the main WRPS transportation phone line has been disconnected. Calls and questions related to transportation are now being handled primarily by Ann Arendt, Receptionist/Transportation at Central Office. **To streamline the process for you if you have questions** pertaining to transportation, following is a contact list which you may find helpful:

If you have a question about:

- Bus Pick-up / Drop-off Points & Times.....Safe-Way Bus (715-423-1117)
- Attendance Area Question (*What school do I attend?*)
or Pay-to-Ride..... Ann Arendt, WRPS (715-424-6700)
- Special Education Bus/Van Service..... Amy Hulce, WRPS (715-424-6705, ext. 1)
- Discipline Issues on the Bus *Building Principal at Your Child's School*

We look forward to working with you in the coming year, and *appreciate your patience* as we do our best to answer your transportation related questions!



Alternative Bus Service Request Form

Wisconsin Rapids Public Schools Board policy states that, *“Students will ride on assigned buses. Parents must request, in writing, an exception from this rule. Requests shall be made to the designated staff person. Students will board and disembark from their assigned bus as designated unless written permission from the designated staff person at the school is granted to be let off at other than the regular stop. Parents will assume the responsibility of the child when such a request is made and granted.”*

Please be aware that transportation to/from a childcare provider **may** be available for students who are eligible for busing **if** the childcare provider is located within their school attendance area, **and** the provider’s address is within a current bus route for that school, **and** there is space available.

Complete and return this form to: Ann Arendt (District Office), 510 Peach Street, Wisc. Rapids, WI 54494

NOTE: Your request may take up to 24 hours to process.

Please list the names of any child in your household who will use this Alternative Bus Request:			
Name:	School:	Grade:	
Name:	School:	Grade:	
Name:	School:	Grade:	
Name:	School:	Grade:	
Parent’s Name:			
Home Address:			
Home Phone:	Work Phone:	Cell Phone:	Regular Assigned Bus Number (if known):
<p>What is the alternative address your student(s) should be dropped off/picked up at?</p> <p>_____</p> <p>Please provide the name of the person who resides at this alternative address and their relationship to your child(ren)?</p> <p>_____</p> <p>Are you requesting: <input type="checkbox"/> AM Pick-up only <input type="checkbox"/> PM Drop-off only <input type="checkbox"/> Both</p> <p>What date is this change to begin, or what alternative dates is this change being requested for:</p> <p>_____</p> <p>_____</p> <p>Parent/Guardian Signature: _____ Date: _____</p>			
For Office Use Only			
<input type="radio"/> Request APPROVED <input type="radio"/> Request DENIED Transportation Director/Designee Signature: _____			