

## **Racine Unified School District 2014/15 Transportation Forms**

The following forms are available on the Racine Unified website at this link:  
<http://www.rusd.org/district/transportation-forms>

If you have any questions regarding transportation, please contact Carol Schmidlkofer at [cschmidlkofer@prairieschool.com](mailto:cschmidlkofer@prairieschool.com) or (262)752-2551.

These forms below can be accessed and submitted to the Transportation Office at any time.

- **Change Request Form**

This form should be completed if you are requesting to move a bus stop location. Please keep in mind that if other students are at the stop, the stop will not be moved. Moreover, just because your student is the only one at the stop does not mean the stop will be moved. Stops are set up to make easy pick up and drop off of students and to maintain our straight line bus policy. Please read the form prior to making a request to change your bus stop location.

- **General Transportation Concern Form**

This form is for if you have a transportation concern. This is a way of formally making it known that an issue exists and needs to be addressed.

The exception forms below must be turned in to the Transportation Office by July 15<sup>th</sup> to guarantee busing for the start of the school year.

- **Alternate Address Form**

This form is for a different pick up or drop off location, such as a babysitter or day care. Please read the form so you understand the policies that pertain to this request.

- **Dual Custody Form**

This form is for divorced parents that require transportation to both addresses. We also will need a copy of the divorce decree that stipulates "legal joint custody" along with the court seal and the judge's signature. Please read the form so you understand the policies that pertain to this request.

- **Optional Transportation Form**

This form is for students who do not qualify for busing. Optional transportation gives the parents an option for still being able to use the bus. Two rules apply: you must use an existing stop and you must pay the fee.