



SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

86 Powder Mill Road, Southwick, MA 01077
Phone (413) 569-5391 FAX (413) 569-1711
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Jennifer C. Willard
Superintendent
of Schools

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Director of
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Director of
Student Services

School Transportation 2021-2022

Dear Parent, Guardian:

To help us plan school transportation services for your child for the 2021-2022 school year, we ask that you please read this notice, fill out the attached Transportation Request Form 2021-2022 School Year, and return the form to your child's school office.

PLEASE RETURN THIS FORM TO YOUR CHILD'S SCHOOL BY FRIDAY JUNE 18, 2021

Parents/guardians of Woodland School and Powder Mill School students must declare a standard 5-day pick-up and 5-day drop-off location that will remain in effect for the whole school year. We are unable to accommodate multiple pick-up or drop-off locations within a school week. Students in grades K – 6 are only allowed to ride their assigned bus.

Parents/guardians of students in grades K – 6 must send a note to the school each day they intend to pick-up their child after school.

Divorced parents who both live within the boundaries of the school district and who have joint legal custody of their children are allowed to establish different pick-up and drop-off locations for their children throughout the week, *provided the pick up and drop off locations are along an existing route to and from the student's school*. The alternating drop-off and pick-up location must, however, remain constant throughout the school year and must be verified by a copy of the legal document indicating the joint custody. A monthly calendar noting which residence the child will be at must also be supplied.

We look forward to serving your school transportation needs during the 2021-2022 school year.

Should you have any further questions, please contact the Transportation Office at (413) 569-6896 or via email: kwzorek@lpvec.org or jnilsson@lpvec.org

**TRANSPORTATION REQUEST FORM
2021-2022 SCHOOL YEAR**

PLEASE RETURN THIS FORM TO YOUR CHILD'S SCHOOL BY FRIDAY JUNE 18, 2021

NOTE: Additions or changes to pick-up or drop-off locations will not be made between August 18 and September 15, 2021.

Bus stops for all children are established based upon the legal residence of the child. Alternate stops may be established subject to several factors including vehicle seating capacity, existing route(s), and age of child(ren). If an alternate bus stop is requested, the AM & PM stops may differ but each must be consistent Monday through Friday and remain in effect for the entire school year.

Returning Student New Student *School Choice

*School Choice must first contact the Transportation Office to verify availability

Address Change Change pick up or drop off

Town of Residence: Southwick Tolland Granville Other _____

School Attending: Woodland School Powder Mill School Southwick Regional School
 CTEC Westfield Technical Academy Smith Vocational

Student Name: _____ **Student Home Address:** _____

Monday-Friday AM Pick-Up Address: _____

Monday-Friday PM Drop-Off Address: _____

Requested Start Date: _____

Grade: _____

Lasid # (Office Use Only)

NO BUS-(PARENT TRANSPORT / OR WALKER)

Parent/Guardian Name: _____ **Signature:** _____

Parent/Guardian Phone Number: _____

PREVIOUS AM BUS #

PREVIOUS PM BUS #

AM **Bus #** _____

AM Pick up time _____

PM **Bus #** _____

PM Drop off time _____

New bus assigned **Office Use Only**

Date entered in VersaTrans _____

Date entered in Rediker _____

Date given to driver _____

(Office Use Only)

*Please complete a new form for changes that occur during the school year.
Allow a minimum 2 business days for changes to take place. 6/8/2021 Rev.