



Ashby Public School

Bus Registration

2022/2023

In order to keep current records of who is riding each bus and where each student is going to be picked up and dropped off, we require registration for each student before the start of each school year. Please take a few minutes to read and complete the registration form in its entirety. The information required on the form is necessary for us to have the most current and correct contact information for each student in the case of an emergency as well as the correct location of where each student is to be picked up and dropped off. The information provided on the registration forms will be used solely for transportation assignments for students and parent/guardian contact. Your information will be kept confidential and not shared with anyone. If your child shares time between 2 households, including daycare, please attach a schedule as to where the child(ren) go.

All eligible students entering grades K-12 who are planning to ride a bus MUST register for service EACH YEAR.

PLEASE NOTE:

- Multiple pick-up or Drop off locations are not permitted. Transportation policy permits one morning and one afternoon stop, with the same stop(s) 5 days a week.
- You can not call the day of, to request a change in bus schedules. All requests or changes must be made to the school office, 24 hours in advance.

REGISTRATION PROCESS:

- Students will not be listed for bus service in the fall unless the Transportation Office receives a completed registration form by Monday, August 29, 2022.
- Forms received after Tuesday, August 30th, 2022 will be put on hold. Students may not have bus service for the first two weeks of school until they are assigned a route.
- Transportation requests received after the first two weeks of school will be processed within 2-3 business days.
- By registering for transportation services you are agreeing to comply with our policies and procedures, which can be found on the district website at <https://www.ashby.k12.mn.us/>.
- All students (grades PRE K-12) are dropped off at their stop location regardless of whether a parent/guardian is present.
- Return this form to your school's main office. If school is not in session, mail form to District Transportation, 300 Birch Ave Po Box 30 Ashby, MN 56309 • If you have questions, please call 218-747-2257. This form may also be found online at <https://www.ashby.k12.mn.us/>

Ashby Public School Bus Registration Form

you can email Form to Amanda at Ahedstrom@ashbyps.org

Student Name: _____ Grade: _____ Student Name: _____ Grade: _____

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Parent/Guardian Name: _____

Street Address: _____

City/State/Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Secondary/Emergency Information:

Name: _____ Phone: _____

When will the student ride? (Check one or both)

Monday: AM PM

Tuesday: AM PM

Wednesday: AM PM

Thursday: AM PM

Friday: AM PM

Daycare Information (Complete if applicable. Pickup and drop off must be five days each week at the same location. AM and PM may be different locations.)

Daycare Provider's Name: _____ Phone: _____

Daycare Address: _____

To School: (Choose only one): Pick up from home Pickup from daycare

If you will not need Bus Services please indicate how your child will get you school:

My child will not need bus services:

My Child will get dropped off (AM) Picked up after School (PM):

My Child will walk: (AM) (PM)

List adults allowed to pick up or drop off you child(ren) _____
