

Dear Parents,

The Lackawanna Trail School District has established transportation guidelines for students who travel to and from school via a school bus or private transportation. These guidelines stipulate that students are allowed one designated pick-up location and one designated drop-off location. These locations do not have to be the same. Students are also allowed to travel on one bus to school and a different bus home. Example: If a student arrives to school on Bus #5, they are allowed to take another bus home. If the student uses the district private transportation, a student could be picked up from one address point and dropped off to a different address point. Example: A student can be picked up at mom's house and dropped off at an aunt's house. However, in both cases, this must be consistent on a daily basis.

In order for a student to be approved for separate pick-up and drop-off locations, parent/guardian must complete the form below. Upon receipt of this application a meeting will be scheduled with the building principal, as well as the Director of Transportation.

If you should have any questions, please feel free to contact the school office.

Sincerely,

Mark Murphy High School Principal 570-945-5181	Brian Kearney Elementary Principal 570-945-5153	Thomas Schofield Director of Transportation 570-945-5153 *3220
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**Alternate Stop Application Form**

Print clearly and return to the school office.

Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Current Pick-Up: Location \_\_\_\_\_

Check which type of transportation your child receives:

- \_\_\_ Bus # \_\_\_\_\_
- \_\_\_ Private Transportation: where does the student go after the driver picks up? \_\_\_\_\_

A detailed reason as to why it is necessary for a child to be transported to the alternate location must be provided.

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Desired Drop-Off: Location: \_\_\_\_\_ Bus # \_\_\_\_\_

Or if Private Transportation, desired Drop-Off Address point: \_\_\_\_\_

Print Name Parent/Guardian: \_\_\_\_\_ Contact # \_\_\_\_\_

Signature Parent/Guardian: \_\_\_\_\_

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For Office Staff Only:

Principal: \_\_\_\_\_

Director of Transportation: \_\_\_\_\_