

# PUTNAM PUBLIC SCHOOLS Bus Transportation Form

Shawn Ryan, Transportation Director  
860-963-6925 option 5 then 1

Please check one:  PES     PMS     PHS                      Grade: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent(s)/Guardian(s) Full Name: \_\_\_\_\_

## IMPORTANT INFORMATION:

Due to a variety of factors, exact pick up and drop off times can fluctuate daily, therefore students should arrive at their scheduled bus stop at least 8 minutes prior to their pick up time and wait at least 8 minutes after their pick up time.

Parents/Guardians, please remember that preschool, kindergarten and Grade 1 students will not be left at a bus stop unless they are met by an adult. If an adult is not present, students will remain on the bus and be returned back to the school office for a parent to pick them up.

All transportation changes must be submitted ***in writing no later than 10:00 AM*** on the day of your request. Due to safety concerns, changes by phone are not permitted. Please plan accordingly.

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### ***Please check one:***

#### **AM**

- My child will be a Walker
- My child will be Parent Drop Off
- My child will be **picked up** at **designated bus stop** (assigned by the transportation department)
- My child will be **picked up** at **daycare**:

Name of Daycare Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

#### **PM**

- My child will be a Walker
- My child will be Parent Pick Up
- My child will be **dropped off** at **designated bus stop** (assigned by the transportation department)
- My child will be **dropped off** at **daycare**:

Name of Daycare Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_