

**KINGWOOD TOWNSHIP BOARD OF EDUCATION**

**880 County Road 519  
Frenchtown, New Jersey 08825  
(908) 996-2941**

**Laura L. Hartner  
Superintendent**

**Roberta Beriont  
School Business Administrator**

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May, 2010

Dear Parents,

As we begin our process of establishing our bus routes, I write to ask for your assistance. Under Board of Education Regulation, #R3541.1,

*“Students shall be assigned one seat on one bus route. The assigned seat will be on the route of the child’s residence of record. In the event that permanent childcare arrangements have been made, parents may request, in writing, that the assigned seat be on the route of the childcare provider. In this case, the child will forfeit the original seat on the resident route for both pick-up and drop-off for the entire school year. If the established route to the childcare provider is at capacity with resident students, this type of arrangement cannot be accommodated.”*

At times, parents have chosen to waive their right to school transportation for the entire school year, and select to transport their children themselves. If we are aware of this choice, it can assist us in establishing our transportation routes.

If you wish to request an alternate route for child care purposes, I ask your cooperation in completing the attached form and returning it to our Main Office by June 1, 2010. I thank you in advance for your kind assistance.

Sincerely,

Laura L. Hartner  
Chief School Administrator

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**Section 2**

**REQUEST FOR ALTERNATE TRANSPORTATION FORM**

**ROUTES AND SERVICES** Regulation #R3541.1 “Students shall be assigned one seat on one bus route. The assigned seat will be on the route of the child’s residence of record. In the event that permanent childcare arrangements have been made, parents may request, in writing, that the assigned seat be on the route of the childcare provider. In this case, the child will forfeit the original seat on the resident route for both pick-up and drop-off for the entire school year. If the established route to the childcare provider is at capacity with resident students, this type of arrangement cannot be accommodated.”

(Please Print)

Parent’s Name \_\_\_\_\_ Date \_\_\_\_\_

Student’s Name \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Grade \_\_\_\_\_

State below your rationale for this transportation request.

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Resident Location: \_\_\_\_\_

Alternate Location in Kingwood Township:

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Name of individual at Alternate Location: \_\_\_\_\_

Their Address \_\_\_\_\_

Their Telephone Number \_\_\_\_\_

I understand that this transportation request is granted on a provisional basis and is subject to change.

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Parent Signature

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Date