**THREE RIVERS LOCAL SCHOOL DISTRICT**

Dear Parent or Guardian,

 We would like to verify your child’s pick-up and drop off addresses for the 2015-2016 school year.

 To assure that we have accurate demographic information we are asking that you complete the transportation form (one for each child). All students must have a form on file.

Please remember the following transportation guidelines:

Bus Transportation is provided those students who attend our schools and live outside a 1 mile radius from the school and are in K-8th grade.

**Students who come to school on the bus must return home on the bus unless a NOTE from the parent is given to the office in advance.**

**Transportation is provided to and from school for students enrolled in our pre-school program provided there is room on the bus.**

**Transportation is provided to area daycares whose facility is located within the boundaries of the TRLSD. We do not transport to day cares outside of our boundaries. Transportation is granted to daycares provided there is room on the bus.**

Riding the bus is a privilege. Strict behavior expectations are enforced on the bus; students are to follow the rules mailed to the homes with the bus information in addition to the school code of conduct. The address must be the same each day. If your schedule is not the same each day, you must provide transportation on the odd days. **Students may not ride the bus to a stop other than their own assigned stop.** Bus information is based on the child’s home address unless the transportation department receives **in writing** a request for a different address for either the pick-up or drop-off for the upcoming school year.

**CHANGES MUST BE APPROVED BY TRANSPORTATION. Bus forms are located on the district website or school office and should be sent directly to Angie Drew at TRLSD Transportation, 56 Cooper Rd, Cleves, OH 45002. You may also fax the Transportation validation form to the Transportation office fax at 467-0696.**

**Bus Transportation 513-467-3215. If no answer please leave a message. If it is an emergency please call 467-3200 X-1151.**

**We appreciate your cooperation and support.**

**(See other side of page)**