

Secondary Transportation Form

Jefferson City Public Schools
Secondary Transportation Form
School Year _____ - _____

Date: _____ Student Name: _____
Address: _____
School: _____ Grade: _____

All parents fill out these boxes to indicate whether or not their child will ride a JCPS bus during the school year. If "Yes" is chosen, mark the "Bus Rider" checkbox on the Transportation Tab.

Does your student plan to use JCPS bus services throughout the year? ☐ Yes ☐ No
If yes, JCPS bus services will be used for the purpose of ☐ Pick Up ☐ Drop Off

If your student will *routinely* ride a JCPS bus to an address other than the primary address, please list it below:

****Please note – the alternate address can only be that of a guardian/daycare and must also be bus eligible****

This alternate address will be used for the purpose of ☐ Pick Up ☐ Drop Off

Name and phone number of individual(s) that reside at the above address:

Name	Phone #
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Use this box if a child will be transported ROUTINELY to/from an address OTHER than their Primary Address. (Primary & Alt Address must both be bus eligible) This information should be recorded on the Transportation Tab.

Parent/Guardian Name (Please Print) _____

Signature _____ Date _____

For Office Use Only – NOTES:

Revised July 2012

Transportation Detail	
*Calendar	End Date
*Start Date	
In Bus	Out Bus
In Time	Out Time
In Bus Stop	Out Bus Stop
Late Bus	Miles Transported
Parking Detail	
Make	Model
Color	Plate Number
Parking Permit	
District Defined Elements	
Bus Rider	Alt Bus Street Number
Alt Bus Prefix	Alt Bus Street
Alt Bus Tag	Alt Bus Direction
Alt Bus Apt	Alt Bus City
Alt Bus State	Alt Bus Zip
Alt Address Purpose	Adult Residing at Alt Address
Adult's Phone Number	Comments for First Student
Comments for School Staff	Second Car Make
Second Car Model	Second Car Color
Second Car Plate Number	Second Car Parking Permit
After school care	Kindergarten PickUp/DropOff
MS Activities Bus Stop	Activities Bus

Calendar and Start Date are required in order to Save.

This checkbox should be checked for EVERY student who has filled out a transportation form indicating that they will ride a JCPs school bus.

These fields should be filled out if a student will be riding a bus to an alternate address. The information entered into these fields (including Alt. Address, Adult Name, phone number, and Comments for First Student) will be given to First Student.

Comments entered into this box are for school staff only. They will not be sent to First Student.

These fields will be deactivated and you will no longer be able to use them.

Jefferson City Public Schools
Secondary Transportation Form
School Year 12 - 13

Date: 7-20-12 Student Name: Jane Doe
Address: 1234 Jaybird Ln.
School: Simonsen Grade: 9

Does your student plan to use JCPS bus services throughout the year? ☒ Yes ☐ No
If yes, JCPS bus services will be used for the purpose of ☒ Pick Up ☒ Drop Off

If your student will routinely ride a JCPS bus to an address other than the primary address, please list it below:

Please note – the alternate address can only be that of a guardian/daycare and must also be bus eligible

8765 Jay Way JC mo 65101

This alternate address will be used for the purpose of ☒ Pick Up ☐ Drop Off

Name and phone number of individual(s) that reside at the above address:

Mark Doe (father) 555-5555
Name Phone #

Parent/Guardian Name (Please Print) Parent

Signature Parent Date 7-20-12

For Office Use Only – NOTES:

Transportation Detail

*Calendar

12-13 Jefferson City High Scho

*Start Date

08/16/2012

End Date

In Bus

Out Bus

In Time

Out Time

In Bus Stop

Out Bus Stop

Late Bus

Miles Transported

Parking Detail

Make

Model

Color

Plate Number

Parking Permit

District Defined Elements

Bus Rider

☒

Alt Bus Street Number

8765

Alt Bus Prefix

Alt Bus Street

Jay

Alt Bus Tag

Alt Bus Direction

Way

Alt Bus City

Jefferson City

Alt Bus Apt

Alt Bus State

MO

Alt Bus Zip

65101

Alt Address Purpose

1: Pick Up

Adult Residing at Alt Address

Mark Doe (Father)

Adult's Phone Number

(555) 555 - 5555 x

Comments for First Student

AM Father's House; PM Primary Address

Second Car Model

Second Car Color

Second Car Plate Number

Second Car Parking Permit

After school care

Kindergarten PickUp/DropOff

MS Activities Bus Stop

Activities Bus

How to enter
information onto the
Transportation Tab
when a student is a
bus rider and has an
alternate
transportation
address

The "Comments for First Student" field is very important as it conveys detailed information to First Student.

Jefferson City Public Schools
Secondary Transportation Form
School Year 12 - 13

Date: 7-20-12 Student Name: John Doe
Address: 333 Main Je mo 65101
School: JCHS Grade: 10

Does your student plan to use JCPS bus services throughout the year? ☒ Yes ☐ No
If yes, JCPS bus services will be used for the purpose of ☒ Pick Up ☒ Drop Off

If your student will *routinely* ride a JCPS bus to an address *other than the primary address*, please list it below:

Please note – the alternate address can only be that of a guardian/daycare and must also be bus eligible

This alternate address will be used for the purpose of ☐ Pick Up ☐ Drop Off

Name and phone number of individual(s) that reside at the above address:

Name _____ Phone # _____

Parent/Guardian Name (Please Print) Parent

Signature Parent Date 7-20-12

For Office Use Only – NOTES:

Transportation Detail

*Calendar

12-13 Jefferson City High Scho

*Start Date

08/16/2012

End Date

In Bus

Out Bus

In Time

Out Time

In Bus Stop

Out Bus Stop

Late Bus

Miles Transported

Parking Detail

Make

Model

Color

Plate Number

Parking Permit

District Defined Elements

Bus Rider

Alt Bus Prefix

Alt Bus Street Number

Alt Bus Street

Alt Bus Tag

Alt Bus Direction

Alt Bus Apt

Alt Bus City

Alt Bus State

Alt Bus Zip

Alt Address Purpose

Adult Residing at Alt Address

Adult's Phone Number

Comments for First Student

() - x

Comments for School Staff

Second Car Make

Second Car Model

Second Car Color

Second Car Plate Number

Second Car Parking Permit

After school care

Kindergarten Pickup/DropOff

MS Activities Bus Stop

Activities Bus

How to enter
information onto the
Transportation Tab
when a student is a
bus rider and does
NOT have an
alternate bus address