



STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 STUDENT TRANSPORTATION SERVICES

**REQUEST FOR STUDENT TO RIDE SCHOOL
 BUS ON A SPACE AVAILABLE BASIS**

- **PARENT** to complete request and submit to school.
- **SCHOOL** to review and recommend action if appropriate and submit original to local DOE Student Transportation Services office. School, after receiving copy of approval/disapproval from STS to forward copy to parent.
- **STS** to approve or disapprove request and forward copy to school.

PARENT USE:

Name of Parent/Guardian: _____ Phone: _____

Residence Address: _____

Name of Student: _____ School: _____ Age: _____

Type of Bus Services Requested: Regular Curb-to-Curb NCLB

Request to ride on a space available basis because (Check applicable sections):

- Resides less than a mile from school.
- Does not ride on a regular basis.
- On Geographic Exception.
- Desires transportation other than to and from residence area: (Must fill in both lines)

Location of morning pick-up: _____

Location of afternoon drop off: _____

Other

Remarks:

Reason(s) why request should be granted: (Attach note for further explanation, if necessary)

Duration: Starting and ending dates (Not longer than current school year) _____

I understand that the approval of this request is predicated on the availability of space and no additional cost involved and the service may be terminated by the Department at any time.

 Signature of Parent/Guardian

 Date

SCHOOL RECOMMENDATION OR COMMENT:

 Signature of Principal

 Date

STS USE:

- Approved Comment: _____
- Disapproved

 Signature of Student Transportation Officer

 Date