



**Student Transportation Request - Registration Form Addendum**  
**(1) Transportation request for eligible student to designated school**  
**(2) Transportation request for non-eligible student to designated school**  
**(3) Transportation request to non-designated school**

This addendum forms part of the registration form when parents are registering their child in a non-designated school and/or requesting transportation services which they are not eligible for.

**Definitions:**

**Designated School** – the school a board directs a student to attend based on the student’s residence and the board’s attendance areas.

**Non-Designated School** – a school other than a student’s designated school that parents choose to register their students in.

**Students eligible for transportation** – K to gr. 6 students residing more than 1.0km from their designated school and gr. 7-12 students residing more than 2.0km from their designated school.

**School Year:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Student Name(s):** \_\_\_\_\_

**Complete Section 1, 2, or 3 below**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. <b>Transportation request for eligible student to designated school</b>     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. <b>Transportation request for NON-eligible student to designated school</b> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. <b>Transportation request to NON-Designated School</b>                      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If YES for number 3 above, Reason for requesting that the child attend a non-designated school?

As per *Policy EEA Student Transportation*, parents making a request to have their child attend a non-designated school shall submit a registration form by June 1 preceding the commencement of the next school year. Such requests will not be processed before September 15 as the Board is unable to determine whether there is available funded bus space as we are obligated to wait to ensure late student registrations (students registering for their designated school) can be accommodated on the bus.

I/We understand that registration and transportation service eligibility and approval is outlined in *Policy IC School Attendance Areas and Policy EEA: Student Transportation* and understand that registration and transportation service may be revoked to accommodate students attending their designated schools and/or students eligible for transportation.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**FOR SCHOOL ADMINISTRATION USE ONLY**

ASN number: \_\_\_\_\_

Please **send a copy of (1) the student’s registration form and (2) this addendum**, to Horizon’s Transportation Coordinator at Division Office.

\_\_\_\_\_  
Principal Signature (Non-designated school)

Principal of designated school has been contacted

\_\_\_\_\_  
Signature of Transportation Coordinator

\_\_\_\_\_  
Date received by Transportation Coordinator

Note that seniority will be determined by the date received by the transportation coordinator.