

TRANSPORTATION CONSIDERATION FOR SECONDARY STUDENTS REQUEST

Request is made for transportation after school to an alternate location for work/academic needs (or to/from a co-op placement). It is understood that the vehicle providing this service must be the same vehicle as used from home and an existing stop must be used – no new stops will be added to the route. Requests must be re-applied for annually. Ordinarily, requests of this nature will take one (1) to two (2) weeks to review; though in some circumstances there may be delays. While each request will be considered, there is no guarantee that the request will be granted.

Student's Name: _____

School: _____ Grade: _____ (only 9-12 approved)

911 Address: _____
 # and Street PO Box City Postal Code

Reason for Special Consideration: (Check appropriate reason and indicate location and address.)

Work Community Service Hours Co-op Tutoring Academic Need: _____

Morning Afternoon Full Day Requested Start Date: _____

Location and 911 Address: _____
 # and Street City Postal Code Telephone #

Name of Business/Comments/Further Information: _____

Requested by Parent/Guardian:

Telephone: (H) 613- _____ (W) 613- _____

(C) 613- _____ E-mail: _____

Print Name

Signature

Date: _____

Forward this form to the School Office.

SCHOOL'S USE ONLY:

This is a student at my school and is in good standing: Yes No

Parent/Guardian signature is authentic: Yes No

Comments: _____

Signature: _____
 Principal/Vice Principal Only

Date: _____

Forward this form to RCJTC.

RCJTC USE ONLY:

Home & Alternate Route: _____ Operator: _____

Closest Existing Stop: _____ Time: _____ : _____ / _____ :

Distance Away from Alternate Drop Off Requested: _____

Recommendation re: Transportation Approval: Yes No Start Date: _____

Comments:

Signature: _____ Date: _____

c.c. Parent/Guardian School Transportation Operator

*The personal information you have provided **on this form and any other correspondence relating to transportation** is collected by the Renfrew County Joint Transportation Consortium (RCJTC) under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended. The information will be used to arrange appropriate transportation, **and to give information to employees and transportation providers to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act.** The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, speak to the **General Manager of the RCJTC, 999 Cecelia St., Pembroke, 613-732-8419.***