



F.04.07

[Complete your request using the mobile friendly form](#)

**TRANSPORTATION APPEAL PROCESS FORM**

This form is to be used for an appeal process. A parent/guardian must go through the initial stages of stating their complaint/concern through correspondence with RCJTC staff members. If the parent/guardian is not satisfied with the response from the staff members, the appeal process is the final step. No appeals will be processed from the last week of August to the third week of October because of RCJTC staff's requirement to focus on working with schools and parents to assign students to transportation.

Please complete the following and return to the attention of the RCJTC at the address indicated above.

Parent/Guardian Name: \_\_\_\_\_

911 Address: \_\_\_\_\_

Number

Street Name

City

Postal Code

Telephone Numbers:

(613)

(613)

(613)

Home

Work

Cellular

Email Address: \_\_\_\_\_

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

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

Reason for Appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

~ Please attach additional information to this form if required. ~

*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.***