



SCHOOL COMMITTEE

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**GRADES 7 – 12 TRANSPORTATION REQUEST FORM
 IN PERSON TRANSACTIONS ONLY**

The preferred payment method of the Andover Public Schools is electronic check or credit card through E-funds.

My student(s) will be in **grade 7-12 for the start of the 2023-2024** school year and am requesting bus transportation for my student(s) to and from school. I understand the **cost for a bus pass is \$100 per student for this school year, maximum \$200 per family.**

	STUDENTS NAME (please print)	SCHOOL	GRADE	FEE AMOUNT
1				
2				
3				FREE
4				FREE
TOTAL (add lines 1-4)				
Address:		Phone Number:		
Mailing:				
Parent/guardian Name:(please print)		Signature:		
Amount Enclosed		Date Payment Received:		

To ensure transportation for your student(s), full payment must be received no later than July 28, 2023. Payments received after July 28th will only be processed if the \$50 late fee has been paid **and** space is available on the bus. Requests for registration following August 11, 2023 will be honored on a first-come, first-serve basis **and students will not be assigned a bus before, Friday, September 8, 2023.** We will accommodate **new** students who enroll after the July 28th deadline without penalty.

If you are applying for [Family Financial Assistance for transportation](#) please complete the [Family Financial Assistance Application](#) through the Andover Family Portal. Select the box “Share with Administration” on the application. This will allow your information to be shared with us so we can assign transportation if eligible. Bus passes **will not** be processed if this document is not completed and shared.

Bus passes will be mailed during the week of August 7th, 2023. Bus route information will be posted in the ASPEN Family Portal on August 11, 2023. To maintain student-privacy, bus routes will not be posted on the district’s website. Rather, copies of the full route for your child’s bus will be shared through a blackboard message prior to the start of the school year.

Students should be at the bus stop 10 minutes before their scheduled pick-up time. Please allow at least 10 minutes after the scheduled PM drop off time. Most students will ride the bus to and from school at the closest group stop in the neighborhood. Buses do not travel in on unapproved town roads or in cul-de-sacs, unless they need to change direction. Students are required to ride their assigned bus only.

