



# NON-PUBLIC TRANSPORTATION REQUEST FORM 18-19

First Student/Princeton City Schools  
TRANSPORTATION DEPARTMENT  
11786 Highway Dr.  
Sharonville, OH 45241

PHONE: 513-554-0105 FAX: 513-554-0838

**Dear Parent:** In order to serve non-public schools efficiently, First Student/Princeton Transportation needs to know if your student(s) will be using its services for the upcoming school year. Please note that we review routes annually to determine the practicality of continuing them. Also note that a new form needs to be completed each school year for each student requesting transportation.

Please complete the following steps to ensure transportation:

1. Return the bottom portion of this form to First Student/Princeton Transportation, by May 15<sup>th</sup>, prior to the new school year, if at all possible.
  - A. **Complete this form annually**
  - B. If form is NOT received, routes will not be designed to transport your student(s)
  - C. Forms received after May 15<sup>th</sup> will be processed two (2) weeks after the first day of school.
2. Make sure you mark your anticipated usage (Everyday: Occasional)
3. If you have a Kindergarten or Preschool student, indicate: AM, PM or all day attendance.
4. Please fill out one form for each student.
5. Please note: If occasional transportation is marked, it will be the student's responsibility to notify transportation at 513-554-0105 the day prior to needed transportation.
  - A. After 10 days consecutive days of non-ridership, students will be removed from the route.
6. This form is intended for students attending: All Saints, Bethany, Cincinnati Hills Christian Academy (all), Diamond Oaks, Live Oaks, Moeller, Mt. Notre Dame, St. Nicholas, St. Gabes, St. Gertrude, St. Margaret of York, St. Michaels, St. Xavier, Scarlet Oaks and Ursuline Academy.

## PLEASE PRINT CLEARLY

EVERYDAY: AM \_\_\_\_\_ PM \_\_\_\_\_

\*OCCASIONAL: AM \_\_\_\_\_ PM \_\_\_\_\_

NAME: \_\_\_\_\_ HM PHONE: \_\_\_\_\_ BIRTHDAY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMER. PHONE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE (Upcoming School year) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Kindergarten/Pre-School (Circle One): AM    PM    ALL DAY

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Emergency Phone)