

NON-PUBLIC TRANSPORTATION REQUEST FORM



PRINCETON CITY SCHOOLS
TRANSPORTATION DEPARTMENT
11137 CHESTER ROAD
CINCINNATI, OH 45246
PHONE (513) 864-1100 / FAX (513) 552-8485

Dear Parent: In order to serve non-public schools efficiently, 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.**

Please complete the following steps to ensure transportation:

1. Return the bottom portion of this form to Princeton Transportation, by April 16, prior to the new school year.
 - a. Complete this form annually.
 - b. If form is not received, routes will not be designed to transport your student.
 - c. Forms received after April 16 will be processed two (2) weeks after the first day of school.
2. Make sure you mark your anticipated usage (Every Day; Occasional)
3. If you have a Kindergarten or Preschool student indicate: AM; PM, or All Day.
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 864-1100 the day prior to needed transportation.***
 - a. **After 10 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), Cincinnati Christian, Diamond Oaks, Live Oaks, Moeller, Mt. Notre Dame, Sacred Heart, St. Gabes, St. Gertrude, St. James, St. Margaret of York, St. Michaels, St. Xavier, Scarlet Oaks, and Ursuline Academy.

PLEASE PRINT CLEARLY

EVERY DAY: AM _____ PM _____ *OCCASIONAL: AM _____ PM _____

NAME: _____ HOME PHONE: _____ Birthdate: _____

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)

Sincerely,
Carolyn J. Thornton
Transportation Supervisor