

2012-2013 SCHOOL YEAR BUS APPLICATION INSTRUCTIONS

School Committee Transportation Policy

The Walpole Public School Department shall provide town paid transportation to students in grades K-6 who live in excess of 2 miles from their assigned school. All other students in grades K-12 have the option to purchase a bus pass through the Fee Based Busing Program and will be accepted on a space available basis. This policy will also affect students who attend non-public schools and are transported to school via Walpole Public Schools buses.

General Instructions

- All students need to be registered annually if bus service is desired.
- Complete one application per household listing the names of all students in the household who will be riding the bus.
- If you wish to pay the bus fee online by MasterCard, American Express, Discover or electronic funds transfer from your checking account, please visit the Business Office/Online Payment website at www.walpole.k12.ma.us. If the bus fee is paid online, you will not need to file a paper application.
- For a street listing for students in grades K-6 who live 2 miles and beyond from the school they are attending and are eligible for free transportation, please refer to the Business Office website.
- All bus applications that are not free that are received without the proper payment amount will be returned to you unprocessed. A student will not be issued a bus pass unless all fees or charges are paid or waived.
- Prior to the start of school, bus routes will be published in the Walpole Times for specific pick up and drop off locations.
- Bus passes will be issued at each school during the first week of classes. Students are required to carry a bus pass starting Monday, September 17, 2012.
- Bus service will include pickup and drop off at the same location each day (for grades 1-12) with exceptions being made when road, safety and weather conditions dictate differently. Mid-day kindergarten drop off points will be at the home where allowed by policy.
- The school district does not prorate the fee for one way transportation or for less than full use.

Wait List Instructions

- Bus applications received after August 17, 2012 will be placed on a **wait list** in the order they are received.
- Any available seats will be assigned on a first received, first served basis by September 14, 2012, approximately one week after school begins.

Requests for Fee Waivers

- Submit your confidential request in writing to the School Business Office at the same time you submit the bus application. Include in your request a copy of the family's most recent federal income tax return or other state or federal documentation that denotes family size and income.
- Decisions are based on the Federal Government's Guidelines for the Free and Reduced Lunch program offered in Walpole Public Schools and a review of the material presented.
- Approvals are not guaranteed.

Anyone with questions about this program should contact the School Business Office at (508) 660-7200 ext. 225.

WALPOLE PUBLIC SCHOOLS
2012-2013 SCHOOL YEAR BUS APPLICATION

Cost of Bus Pass for 2012-2013 School Year:

	Single Pass	Family Cap
Regular price if paid by July 31, 2012	\$250.00	\$500.00
\$25 late fee if paid after July 31, 2012	\$275.00	\$550.00
\$25 late fee and wait listed if paid after August 17, 2012	\$275.00	\$550.00

There is a \$25.00 insufficient fund fee and a \$10.00 bus pass replacement fee. Late fees will not be waived unless documented proof of receipt is provided to the School Business Office.

Student Information: *(For the street listing, please see the Business Office website at www.walpole.k12.ma.us.)*

Last Name	First Name	Grade for 2012-2013	School Name	Grades K-6: Check Box Over 2 Miles from School (Free)

Parent / Guardian Contact Information:

Parent/Guardian Name:		
Address:		
Telephone Number:		
E-mail Address:		
Payment Enclosed *:	\$	

** Payment, if submitted, must match payment grid at the top of this page. Checks or money orders should be made payable to Walpole Public Schools.*

Mail completed applications to:

Walpole Public Schools
School Business Office
135 School Street
Walpole, MA 02081

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