



# **NON-PUBLIC TRANSPORTATION** **REQUEST FORM 20\_\_ - 20\_\_**

**Dear Parent/Guardian:**

In order to serve non-public schools efficiently, First Student/Princeton Transportation needs to know if your student(s) will be requesting its services for the upcoming school year. Please note routes are reviewed annually **and** a new form must be **completed annually** for **each** student requesting transportation.

**Please complete the following steps to request transportation:**

1. Please return this form to First Student/Princeton Transportation, by July 1, prior to the new school year. Forms received after July 1 will be processed two (2) weeks after the first day of school. Requests for transportation submitted after July 1 will be processed separately.
2. Make sure you mark your anticipated usage (Every day or \*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. Transportation is provided between school and home. If you would like for your student to be picked up or dropped off at an alternate address, you must complete the "Transportation Change" form found on the Princeton website or available from school offices.
6. 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.*

(PLEASE PRINT) Every day: AM\_\_\_ PM\_\_\_ All Day\_\_\_ \*Occasional: AM\_\_\_ PM\_\_\_

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Birthday: \_\_\_\_\_

Address: \_\_\_\_\_ Apt # \_\_\_\_\_ State: OH Zip: \_\_\_\_\_

School Attending: \_\_\_\_\_ Grade (Upcoming School Year) \_\_\_\_\_

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

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

(PLEASE PRINT)

(Parent/Guardian)	(Phone)	(Emergency Phone)
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**NOTE:** Transportation is currently provided to the following non-public schools: *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.*

If your school is not listed above, please contact First Student. The Board of Education will consider the request. You will be notified by the District in accordance with board policy.

Return This Form To:  
**First Student/Princeton City Schools**  
**TRANSPORTATION DEPARTMENT**  
**Phone: 513.554.0105**  
**11786 Highway Dr.**  
**Sharonville, OH 45241**  
**Email: [Albert.Chang@Firstgroup.com](mailto:Albert.Chang@Firstgroup.com)**

THIS IS NOT A PAYMENT-IN-LIEU REQUEST FORM