

[New Alternative Transportation Procedures](#)

PRIMARY & ELEMENTARY SCHOOLS

- **Short Term Requests Steps: 24 HOUR ADVANCE NOTICE REQUIRED**
 - Fill out a [Short Term Request Form](#).
 - The Transportation Department will:
 - Review the request to approve or deny.
 - Confirm waiver signature.
 - Inform the driver of the change request.
 - We will send a confirmation email or notification to your **Stopfinder** app. This confirmation will include a **4 or 5-digit number** that needs to be entered by the parent into **PickupPatrol (P.U.P)** with details of the changes to your student's schedule. If your student does not have a code number entered in PickupPatrol they may not be permitted to ride.
 - This informs the school & teachers of what bus the student gets onto for that day.

- **Long Term Requests: 48 HOUR ADVANCE NOTICE REQUIRED**
 - If you have a new request or a change to an active Long Term Request, please use the [Long Term Request Form](#).

For more/complete information on Alternative Transportation Procedures please go to

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Please no requests dated before Sept. 6, 2022. Thank you!

For additional assistance contact the Transportation Department (513) 272-4531, the Primary School (513) 272-4754 or the Elementary School (513) 272-4703.