

## **MONONA GROVE SCHOOL DISTRICT**

Administrative Rule 751.1

### **PROCEDURES FOR HANDLING REQUESTS FOR TRANSPORTATION TO AND/OR FROM A CHILDCARE PROVIDER**

1. Requests for transportation to and/or from a childcare provider must be made on a form titled "Request for Transportation To and/or From a Childcare Provider" that is available from the school of attendance. The required form must be completed before the request will be considered. The form must be submitted to the Transportation Supervisor.
2. Requests received on or before August 1 and approved shall be scheduled for transportation to and/or from a childcare provider at the start of the school year. Requests that are received after August 1 shall be considered on a first-come-first-served basis. Requests made during the school year should be kept to a minimum. During the school year, the form must be submitted to the Transportation Supervisor at least five school days prior to the effective date of the change.
3. Requests for transportation to and/or from a childcare provider's location must be submitted each succeeding school year.

APPROVED BY THE SUPERINTENDENT:

March 12, 2003