



## SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

86 Powder Mill Road, Southwick, MA 01077  
Phone (413) 569-5391 FAX (413) 569-1711  
www.stgrsd.org

**Jennifer C. Willard**  
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of Schools

**Stephen J. Presnal**  
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**Jenny L. Sullivan**  
Assistant Superintendent of  
Curriculum and Instruction

**Robin L. Gunn**  
Director of  
Student Services

### School Transportation 2022-2023

**THE DEADLINE TO APPLY FOR SCHOOL TRANSPORTATION FOR THE 2022-2023 SCHOOL YEAR IS JUNE 17, 2022**

Dear Parent, Guardian:

Please read this important notice regarding school transportation.

Parents/guardians of Woodland School and Powder Mill School students must declare a standard 5-day pick-up and 5-day drop-off location that will remain in effect for the whole school year. We are unable to accommodate multiple pick-up or drop-off locations within a school week. Students in grades K–6 are only allowed to ride their assigned bus.

Parents/guardians of students in grades K–6 must send a note to the school each day they intend to pick-up their child after school.

Divorced parents who both live within the boundaries of the school district and who have joint legal custody of their children are allowed to establish different pick-up and drop-off locations for their children throughout the week, *provided the pick up and drop off locations are along an existing route to and from the student's school*. The alternating drop-off and pick-up location must, however, remain constant throughout the school year and must be verified by a copy of the legal document indicating the joint custody. A monthly calendar noting which residence the child will be at must also be supplied.

We look forward to serving your school transportation needs during the 2022-2023 school year.

Should you have any further questions, please contact the District's transportation provider at (413) 569-6896 or via email: [kwzorek@lpvec.org](mailto:kwzorek@lpvec.org) or [jnilsson@lpvec.org](mailto:jnilsson@lpvec.org)

**TRANSPORTATION REQUEST FORM  
2022-2023 SCHOOL YEAR**

**THE DEADLINE FOR TRANSPORTATION FORM SUBMISSIONS IS JUNE 17, 2022**

NOTE: Additions or changes to pick-up or drop-off locations will not be made between August 18 and September 16, 2022.

Bus stops for all children are established based upon the legal residence of the child. Alternate stops may be established subject to several factors including vehicle seating capacity, existing route(s), and age of child(ren). If an alternate bus stop is requested, the AM & PM stops may differ but each must be consistent Monday through Friday and remain in effect for the entire school year.

Returning Student    New Student    \*School Choice

\*School Choice must first contact the Transportation Office to verify availability

Address Change    Change pick up or drop off

Town of Residence:    Southwick    Tolland    Granville    Other \_\_\_\_\_

School Attending:    Woodland School    Powder Mill School    Southwick Regional School  
 CTEC    Westfield Technical Academy    Smith Vocational

**Student Name:** \_\_\_\_\_      **Student Home Address:** \_\_\_\_\_

**Monday-Friday AM Pick-Up Address:** \_\_\_\_\_

**Monday-Friday PM Drop-Off Address:** \_\_\_\_\_

**Requested Start Date:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Lasid # (Office Use Only)**

**NO BUS-(PARENT TRANSPORT / OR WALKER)**

**Parent/Guardian Name:** \_\_\_\_\_      **Signature:** \_\_\_\_\_

**Parent/Guardian Phone Number:** \_\_\_\_\_

**PREVIOUS AM BUS #**

**PREVIOUS PM BUS #**

**AM**      **Bus #** \_\_\_\_\_

**AM Pick up time** \_\_\_\_\_

**PM**      **Bus #** \_\_\_\_\_

**PM Drop off time** \_\_\_\_\_

New bus assigned      Office Use Only

Date entered in VersaTrans \_\_\_\_\_

Date entered in Rediker \_\_\_\_\_

Date given to driver \_\_\_\_\_

(Office Use Only)

\*Please complete a new form for changes that occur during the school year.  
Allow a minimum 2 business days for changes to take place. 7/12/2022 Rev.