



DATE REQUESTED

THIS ACTIONED FOR: _____

1. Parent / Guardian First Name: _____ Parent / Guardian Last Name: _____

Home Phone Number: _____ Email Address: _____

2. Parent / Guardian First Name: _____ Parent / Guardian Last Name: _____

Home Phone Number: _____ Email Address: _____

Primary Pick Up/Drop Off Location (This may be Daycare, Home, Day home)

House #: _____ Subdivision Name (if applicable): _____

Road Name: _____ Road Type: Enter Road Type

City/Town : _____ Postal Code: _____

Legal Land Location: _____ 911 Address: _____

Secondary (Alternate) Residence for Pickup/Drop Off (If applicable) of Legal Guardian only

House #: _____ Subdivision Name (if applicable): _____

Road Name: _____ Road Type: Enter Road Type

City/Town : _____ Postal Code: _____

Legal Land Location: _____ 911 Address: _____

Student Information

☐

New Registration

☐

Update or Address Change
to Primary Information

☐

Addition or Change to Alternate
Stop Request

Student Last Name:	Student First Name:	Grade:	Name of School

Does your child(ren) have any medical information that you would like to share with your bus driver?

☐ Yes

☐ No

Comments to share with your bus driver (i.e. student medical information, joint custody, child care arrangements, early dismissal):

PLEASE ENSURE YOU HAVE COMPLETED ALL NECESSARY FIELDS PRIOR TO SUBMISSION.

Your designated bus driver will contact you to inform you of your bus number and a.m. pick up time.

By entering my information below and submitting the form, I agree to the terms and conditions listed above and I understand that it will be processed as signed.

Parent / Guardian Signature: _____

If you have questions, please email Transportation@lrcssd.ca or call 780-812-3414.

Office Use Only

Bus Number: _____ Stop Location: _____ Pick Up Time: _____

Terms and Conditions

Please read carefully before completing registration form

1. The Alberta Government provides transportation funding for kindergarten to grade 6 students who live 1.6 km or more away from their school, as well as students in grade 7 to 12 who live 2 km or more away from their school.
2. Routes are designed using the closest and safest pickup/drop off locations (such as, designated school bus zones, far side of crosswalks, or far side of intersections). Bus transportation does not accommodate door-to-door service.
3. Students should plan to arrive at their bus stop at least 5 minutes before the scheduled arrival time.
4. Registration does not automatically secure a seat for your child. Should buses in your area be at capacity, you will be contacted directly.
5. Minimum 3 - 5 business days required for processing prior to transportation.
6. Parents will receive notification of their child's route information prior to the commencement of the school-year from their bus driver.
7. No bus stops are located within a 1 km radius of the school the student attends.

Contact

Please return completed registration to your child's school or email to: transportation@lrcssd.ca

Please contact the Transportation Department if there are any changes to your information (such as, cancellation, change in address, or contact information). We can be reached by email at transportation@lrcssd.ca or by phone at 780-812-3414.

Protection of Privacy – Collection Notice

The personal information collected on this form is collected by Lakeland Roman Catholic Separate School Division under the authority of section 4(c) of Alberta's Protection of Privacy Act and applicable provisions of the Education Act. The information is collected for the purpose of administering student transportation services, including determining transportation eligibility, planning and assigning bus routes and stops, communicating with parents/guardians and students regarding transportation services, supporting student safety, and administering provincial transportation funding and reporting requirements.

If you have questions about the collection of this information, please contact the Access & Privacy Coordinator, Lakeland Catholic Schools, at 780-826-3764 or thetu@lrcssd.ca.