

## Request for Transportation Form Procedures 2023 - 2024

**There are two ways you may encounter the “Request for Transportation” Form:**

1. As part of the “*New Student Online Enrollment*” application process, which is for parents or guardians who have never had children enrolled within the school district before. The “*Request for Transportation*” form will be one of the required documents to complete towards the end of the “*New Student Online Enrollment*” Application. Further explanation on whether your child is a “new” or “returning” student is at the bottom of the following page: <https://www.sfdr-cisd.org/parents/student-enrollment-and-registration-services/>.
2. As part of the “*2024 Family/Student Information Verification*” process, which consists of completing many forms that are required at the start of every year through the Skyward “Family Access portal”. Once logged into the portal, you will click on a tab on the left-hand side of the screen titled “*2024 Family/Student Information Verification*” to begin.

The screenshot shows the Skyward Family Access portal. On the left, a navigation menu lists various options, with "2024 Student/Family Information Verification" highlighted with a red circle. The main content area is titled "DEL RIO HIGH SCHOOL" and contains a message in both English and Spanish. The English text reads: "Please review and update your student and family information. Updates to physical addresses must be made through the Student Services department. Please include the proper documentation such as, but not limited to, an electric bill, cable bill, and/or lease agreement along with a copy of the parent/guardian picture ID. Updates to mailing addresses are requested only when the mailing address differs from the physical address. For more information, contact Student Services via email at Student\_Services@sfd-cisd.org or via phone at (830) 778-4170. You will also have the opportunity to complete and submit the many forms that are required at the start of every year, such as the Acceptable Use Policy, Cell Phone & Electronic Device Policy, Student/Parent Handbook Acknowledgement and many more. Thank you." The Spanish text provides the same information in Spanish. At the bottom of the message, there is a user profile section with a name and a redacted ID, and a "2023-2024" label. At the very bottom of the page, there are links for "View History" and "View Unread Denials".

3. Once you have clicked on the tab, the small window above will appear with more information on the process. At the bottom of the sub-window is your child’s name. Click on the name to open the required forms.

- The “2024 Student/Family Information Verification” window should now be open, and on the right-hand side of the screen will be all the forms for you to complete. Click on “1. Request for Transportation” as seen below.

- The form will now be open and look like the example below. If you are not requesting transportation, select the option “My child will not require transportation services.” You will then electronically sign your signature, and the date will autofill. In the example, “Guardian Types Name Here” is where you would sign.

**SAN FELIPE DEL RIO CISD**  
**Transportation Request Form**  
**2023 - 2024**

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**Please select one of the options below:**

I am requesting transportation to and/or from school for my child.  
 My child will not require transportation services.

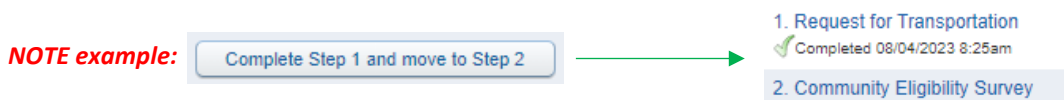
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*DISCLAIMER: By typing your name below, you are signing this form electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this form.*

Parent/Guardian Name:

Parent/Guardian Signature:  Date:

**NOTE:** Be sure to click “Complete Step 1 and move to Step 2” at the bottom of your screen after you have signed. This ensures the current form you have just filled and signed is properly marked as complete, and will have a green check mark next to its name where you originally clicked to open it.



6. If instead you are requesting transportation, select the option “I am requesting transportation to and/or from school for my child.” The form below will then appear.

Please select one of the options below:

- I am requesting transportation to and/or from school for my child.
- My child will not require transportation services.

Student Demographics		
Student's Name: <input type="text"/>	Student ID: <input type="text"/>	
Campus: <input type="text" value="DEL RIO HIGH SCHOOL"/>	Grade Level: <input type="text"/>	
Address: <input type="text"/>		
<i>(Note: if the address shown above is incorrect, please contact student services in order to update it.)</i>		
Parent/Guardian Information		
Name: <input type="text"/>	Relationship: <input type="text"/>	
Email: <input type="text"/>	Phone: <input type="text"/>	
Emergency Information		
Name	Relationship	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bus Information		
Effective Date Student Will Begin Riding The Bus: <input type="text" value="mm/dd/yyyy"/>		
Check All That Apply: <input type="checkbox"/> Morning <input type="checkbox"/> After School		
<input type="checkbox"/> I am requesting to designate an alternate pickup and/or dropoff location for my child's transportation.		

7. Certain fields are automatically filled with the information that was submitted to the district and entered into Skyward. This information cannot be changed through the form. Begin by filling the emergency information section. You are allowed to enter up to five emergency contacts. An example is provided below.

Emergency Information		
Name	Relationship	Phone
<input type="text" value="Emergency Contact Name Here"/>	<input type="text" value="Uncle"/>	<input type="text" value="(000)000-0000"/>
<input type="text" value="Emergency Contact Name Here"/>	<input type="text" value="Grandmother"/>	<input type="text" value="(000)000-0000"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Next, under the “*Bus Information*” section, you will enter the effective date your child will begin riding the bus. If this date will be the first day of school, enter “08/14/2023”. Please be aware that you cannot enter a date before 08/14/2023, but may enter one that comes after. The required format is “mm/dd/yyyy”.
  
9. Below the effective date is where you will select what parts of the day you are requesting transportation for your child. Note that you have 3 options:

**Check All That Apply:**       Morning       After School  
OR       Morning       After School  
OR       Morning       After School

10. If you are not requesting an alternate location for after school drop-off, then you have completed the form. Under the “*Bus Information*” section is where you will proceed to enter your signature electronically. “*Guardian Signature Here*” is the area of where you will sign, as shown in the example below.

Bus Information
Effective Date Student Will Begin Riding The Bus: <input style="width: 100px;" type="text" value="08/14/2023"/>
Check All That Apply: <input checked="" type="checkbox"/> Morning <input checked="" type="checkbox"/> After School
<input type="checkbox"/> I am requesting to designate an alternate drop-off location for my child’s transporation.

*DISCLAIMER: By typing your name below, you are signing this form electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this form.*

Parent/Guardian Name:

Parent/Guardian Signature:  Date:

**NOTE:** Be sure to click “Complete Step 1 and move to Step 2” at the bottom of your screen after you have signed. This ensures the current form you have just filled and signed is properly marked as complete, and will have a green check mark next to its name where you originally clicked to open it.



**Requesting an Alternate Location**

11. Please be aware that an alternate location applies to after school drop-off only. Select the option “I am requesting to designate an alternate drop-off location for my child’s transportation.” under the “Bus Information” section. The form below will then appear.

I am requesting to designate an alternate drop-off location for my child's transportation.

**Request to Designate Alternate Location for Transportation**

***Please be aware that an alternate location is for after school drop-off only.***

***If you selected the "After School" box above, this alternate location will be used instead of the student's address under "Student Demographics" for drop-off purposes.***

*Note to parent or guardian:* A parent or guardian may designate an alternate location for regular transportation to and from school, so long as the location is:

1. An approved stop on an approved route, and
2. A licensed, certified, or registered child-care facility or the residence of a grandparent of the child.

As permitted by state law, I wish to designate:  
(Check only one.)

the child-care facility  (name of facility) at  (address),

the residence of my child's grandparent,  (name of grandparent), at  (address),

as the regular location for the purpose of my child,  (name of child), to obtain District transportation to and/or from school.

If at any point, you wish to not continue with requesting an alternate location, simply unselect the same checkbox under “Bus Information”. The additional form will then become out of sight again. Note that you will be required to sign once more if you do this.

12. If continuing, you will now select one of the two options available. You are required to enter the appropriate information for the selection you have made. See the examples below.

the child-care facility  (name of facility) at  (address),

the residence of my child's grandparent,  (name of grandparent), at  (address),

**OR**

the child-care facility  (name of facility) at  (address),

the residence of my child's grandparent,  (name of grandparent), at  (address),

13. After you have made your selection and entered the required fields, you may enter your signature electronically as shown in the example below.

**Note to parent or guardian:** A parent or guardian may designate an alternate location for regular transportation to and from school, so long as the location is:

1. An approved stop on an approved route, and
2. A licensed, certified, or registered child-care facility or the residence of a grandparent of the child.

As permitted by state law, I wish to designate:  
(Check only one.)

the child-care facility [redacted] (name of facility) at [redacted] (address),

the residence of my child's grandparent, Grandparent's Name Here (name of grandparent), at Grandparent's Address Here (address),

as the regular location for the purpose of my child, [redacted] (name of child), to obtain District transportation to and/or from school.

*DISCLAIMER: By typing your name below, you are signing this form electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this form.*

Parent/Guardian Name: [redacted]

Parent/Guardian Signature: Guardian's Signature Here Date: 08/04/2023

**NOTE:** Be sure to click "Complete Step 1 and move to Step 2" at the bottom of your screen after you have signed. This ensures the current form you have just filled and signed is properly marked as complete, and will have a green check mark next to its name where you originally clicked to open it.



14. You have now successfully completed the "Request for Transportation" form. Please be sure to fill out your remaining forms, and to click the "Complete Step \_ and move to Step \_" button at the bottom of every form in order to properly mark each one as complete. Thank you.