

Airport Travel Information Sheet

Families may arrange their own airport transportation service or select the attached independent driver list. Please note that Northern Academy assumes no responsibility for the service provided by your chosen driver, and it is each family's sole responsibility to select the service that best suits their needs and arrange payment with the driver.

Parents should contact Northern Academy Residential Service at **dorm@northernacademy.org** as soon as their travel plans are made.

Prior to Travel:

- 1) Contact a driver at least 2 weeks prior to your travel and obtain a booking confirmation.
- 2) Fill out the attached **Student Travel Information Form** for the driver
- 3) Send your itinerary and Student Travel Information Form to:
 - a. Driver; and
 - b. Drop-Off Contact (Homestay family / School dorm parent)
- 4) Finalize all payment for service prior to your child's departure. You must pay the driver directly once you are both satisfied with the service arrangement.
- 5) If your child's itinerary changes, notify the dorm teacher/homestay parent and the driver immediately.

On Travel Day:

- 6) You should provide your child with a cell phone for easy communication with the driver during the pick-up process. Once your child's flight has departed, confirm the departure and provide an update arrival time to:
 - a. Driver; and
 - b. Drop-Off Contact (Homestay family / School dorm parent)

Remind the Driver to:

- 7) Once the student is picked up, communicate with and provide an ETA at receiving location to the Drop-Off Contact (Homestay family / School dorm parent)
- 8) Remind students to contact their parents to confirm that they have been picked-up by the driver.
- 9) Let the parent know once the student has been dropped off.

Airport Transportation Service by Independent Driver

For your convenience, the school maintains a list of available drivers that you may wish to contact. Please note that the driver information is provided by each driver, and the school does not guarantee its accuracy. It is each family's sole responsibility to select the service that best suits their needs. The school also assumes no responsibility for the service provided by your chosen driver.

Driver Name	Mr. Kai Zhang	Ms. Angela Vetanen	Kevin Wang
Email	davidzkseavor@gmail.com	Angela.vetanen@gmail.com	wk3585527@gmail.com
Cell Phone	551-238-5250	503-764-8467	718-207-1197
Description	Experienced Uber driver. A parent of a previous student who attended Northern.	Experienced Uber driver. A parent of a student who attends Northern.	Experienced driver with 30 years of driving experience.
Estimated Charge	\$100~\$170 depending on pick up requirements		

Student Travel Information Form

Driver's Name:	Driver's Cell Phone:				
Driver's Email:					
Passenger Last Name	First Name				
Passenger Cell Phone	Gender	<input type="checkbox"/> M	<input type="checkbox"/> F	Age	
Passenger Email					
Passenger's Parent Name	Passenger's Parent Cell Phone				
Passenger's Parent Email					
How well can the passenger communicate in English?		Good		Not Good	
Flight Date		Arrival Time (NY Local Time)	<input type="checkbox"/> AM	<input type="checkbox"/> PM	
Airport	<input type="checkbox"/> JFK	<input type="checkbox"/> EWR	Terminal	Airline	
Flight Number	Confirmation Number				
Number of Luggage(s):	Large	Medium	Small		
Accompanying Person's Name	Relationship to Passenger				
Airport Pick-up Location					
Drop-off Contact Person's Name	Drop-off Contact Cell Phone				
Drop-off Address					

***** PLEASE ATTACH COMPLETE AIRLINE TRAVEL ITINERARY *****

Pickups are usually done at the curbside at the designated passenger pickup area, and the passenger is expected to exit the airport building and walk to these designated areas. Passengers may ask airport staff where these areas are located, if needed.

If you need the driver to park the car and go into the airport for pickup please provide details here:

Parent Signature _____ **Date** _____