

TRANSPORTATION CHANGE REQUEST FORM

This form must be completed on an annual basis by **June 1st**. It must be completed for students needing district transportation to a daycare provider or for joint custody arrangements before and/or after school on a regular basis. Transportation to a daycare center (if seating is available) may require a longer bus ride and/or a bus transfer at another elementary school. The District **does not** provide transportation to a student's worksite for job purposes.

Submit this form to the transportation department at the address above in person, by US Mail, or it may be given to your child's school office for delivery to the Transportation Department. Once the form is received by Transportation, please allow 3-5 days for changes to occur if during the school year.

PLEASE NOTE: If your child(ren) will be transported to and from your home address, you do NOT need to fill out this form.

TO BE COMPLETED BY PARENT/GUARDIAN

(PLEASE PRINT)

Student Name(s): _____ Grade: _____ School: _____

Home Address: _____ City: _____

Parent/Guardian: _____ Phone: _____ (H) _____ (W) _____ (Cell)

I request that my child(ren) be transported to the location listed below beginning- Date: ____/____/____

Check one for AM Pick-Up: Home Daycare Alternative Residence

Check one for PM Drop-Off: Home Daycare Alternative Residence

Student's Daycare Provider, Joint Custody Information

Provider/Joint Custody Name: _____ Phone # _____

Street Address: _____ City: _____

Comments: _____

I have read and understand the above guidelines, and have completed all information requested. I also understand that I must submit this form by **June 1st** of each year or as soon as possible after establishing district residency.

Parent/Guardian Signature: _____ Date: ____/____/____

FOR TRANSPORTATION DEPARTMENT USE ONLY

____ Approved ____ Denied Effective Date ____/____/____ Date Stamp Here

AM Bus Number: _____ Animal Character: _____

PM Bus Number: _____ Animal Character: _____

Received By: _____