

## Permanent Bus Change

If the need would arise for a parent/guardian to permanently change a child's bus assignment due to a change in address or childcare, the parent or guardian may request a "Permanent Bus Assignment Change" by completing and submitting such a request to the Transportation Department. This change in schedule must be consistent for each week. We ask that this form be submitted 48 hours prior to the start of the bus change. The parent/guardian will then be contacted with the new bus assignment information.

### Permanent Bus Assignment Change Form (Must be submitted 48 hours in advance of requested change.)

The following student requires a permanent bus assignment change:

Date: \_\_\_\_\_

Student name: \_\_\_\_\_

Grade level: \_\_\_\_\_

Home Address: \_\_\_\_\_

New pick up location: \_\_\_\_\_

New drop off location: \_\_\_\_\_

If pick up or drop off is not at home, please complete the following, so we know who will be getting your child off the bus:

Sitter's name: \_\_\_\_\_

Sitter's phone number: \_\_\_\_\_

Starting date for this change: \_\_\_\_\_

Does your student have any medical conditions the driver should be informed about?

(Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

Parent name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Parent signature: \_\_\_\_\_

For office use only:

Parent \_\_\_\_\_

Building \_\_\_\_\_

Bus Boss \_\_\_\_\_

Driver(s) \_\_\_\_\_