

Temporary Bus Assignment Change Form

The Temporary Bus Change Form must be turned in 48 hours in advance.

Beginning with the 2018-2019 school year, the district will no longer accept temporary bus changes for the convenience of the parent/guardian. For example, if the parent/guardian is off work and the child normally attends after-school childcare, the parent will be responsible to pick their child up at the daycare or pick him/her up from school.

Temporary Changes **will** only be accepted for the following reasons:

- Daycare is closed
- Early dismissal days
- Parent work schedule change is for more than 5 consecutive days
- Medical emergency situation

If an emergency situation requires a bus change immediately, the parent may call the transportation office or school building office and make the request. Emergencies include events such as a death in the family and/or a medical emergency situation.

The parent/guardian will be contacted with either approval or denial.

Date: _____

Student name: _____

Grade level: _____

Temporary pick up location: _____

Temporary drop off location: _____

Starting date for this change: _____

Ending date for this change: _____

(The date listed here will be included in the change.)

Reason for temporary 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) _____