

## TRANSPORTATION CHANGE REQUEST 2020-2021

This form is to be used for all changes in mode of transportation or change in pickup or drop off locations. Changes **cannot** be made by telephone. **Please send or fax the change form to the child's school.** Bus assignments must be consistent every week. There must be seating available on the bus for your child. A **5 - business day notice** is required if this form is used to make changes after the first day of school. All changes revert back to the home address at the beginning of each school year. A new form is required each year.

School:  Grade:

Reason for Request:    New Request     Change in Pick-up AM     Change in Drop-off PM

Student Name:  Student ID:

Parent/Guardian:

Home Address:

Daytime Phone:  Home Phone:  Cell Phone:

Name of Daycare Provider:

Daycare Phone:  Requested Start Date:

<b>Requested AM Change Information</b>	<b>Requested PM Change Information</b>
Parent Drop-off AM <input type="checkbox"/>	Parent Pick-up PM <input type="checkbox"/>
Bus from Home <input type="checkbox"/>	Bus to Home <input type="checkbox"/>
Bus from Alternate Address (please list below) <input type="checkbox"/>	Bus to Alternate Address (please list below) <input type="checkbox"/>
Days Required: M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/>	Days Required: M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/>

Alternate Address:

Adults 18 and Over authorized to get child off bus (please list name & phone number):

Signature of Parent/Guardian:  Date:

If all the information requested is not provided, a delay may result in the handling of your request.

<b>FOR OFFICE USE ONLY:</b>	START DATE: _____
AM BUS #: _____ TIME: _____	STOP LOCATION: _____
PM BUS#: _____ TIME: _____	STOP LOCATION: _____

Date DATTCO Notified: \_\_\_\_\_ Initials \_\_\_\_\_ Date Parent/Guardian Notified: \_\_\_\_\_ Initials \_\_\_\_\_