

REQUEST FOR STUDENT STOP ASSIGNMENT CHANGE / CHILD CARE
BUTLER AREA SCHOOL DISTRICT - TRANSPORTATION DEPARTMENT

TODAY'S DATE: ___/___/___

STUDENTS NAME:(LAST) _____ (FIRST) _____ (MI) _____ SCHOOL: _____

ADDRESS: _____ CITY: _____ ZIP: _____ GRADE: _____

PARENT NAME: M/M MR MS _____ HOME PHONE: (____)____-____ WORK: (____)____-____

MUST COMPLETE ONE FORM PER CHILD

REQUEST FOR BUS ASSIGNMENT CHANGE: The policy of the Board of School Directors on bus stops reads:

"The assignment of school bus stops is the responsibility of the school district. Parents **must** recognize that bus stop assignments **cannot** be customized to meet every individual need and still be part of an efficient and economical transportation system."

1. **THIS REQUEST IS NULL AND VOID AT THE END OF THE SCHOOL YEAR.**
2. Granting of such requests will be considered as temporary if subject to overloads created as a result. The request will be terminated should space be required to seat additional students legitimately assigned on the basis of address or if the student violates any of the Board approved bus regulations.
3. A new form will be required to change this request.

REQUEST MUST BE FOR EACH FIVE (5) DAYS IN THE WEEK

Please allow 5 – 7 days for processing

Change Requested: (Please indicate time period for which this change is requested, entire school year, or other specific time period and reason for this request.)

TIME PERIOD INVOLVED: ___/___/___ - ___/___/___ AM Only PM Only AM & PM

RESPONSIBLE PARTY AT REQUESTED LOCATION (Information Must Be Complete):

NAME: _____ HOME PH: (____) _____

ADDRESS: _____ CELL PH: (____) _____

CITY: _____ ZIP: _____ RELATIONSHIP: _____

PROPOSED ASSIGNMENT (REQUESTED MUST BE AN ESTABLISHED STOP):

AM BUS # _____ BUS STOP: _____ SCHOOL: _____

PM BUS # _____ BUS STOP: _____

(If bus information is not known then transportation staff will insert correct information)

PARENT SIGNATURE: _____ PRINCIPAL SIGNATURE: _____
(Required if not child=s home school)

*** SUBMIT ORIGINAL COMPLETED FORM TO SCHOOL YOUR CHILD ATTENDS ***

* A COPY MAY BE FAXED TO THE TRANSPORTATION DEPARTMENT AT: **724-287-0328** *

SECTION TO BE COMPLETED BY TRANSPORTATION OFFICE:

RECEIVED: ___/___/___ ENTERED: ___/___/___ APPROVED DENIED

Copy to:
 File School

REQUEST RETURNED: ___/___/___ EXPLANATION: _____