



## Student Transportation Change Form

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

SY 2022/2023

<b>Please "X" reason change:</b> <input type="checkbox"/> Address <input type="checkbox"/> Activity <input type="checkbox"/> Midday <input type="checkbox"/> New Student <input type="checkbox"/> other _____			
<b>Student:</b>		<b>Student ID #</b>	
<b>Student Home Address:</b>		<b>Zip:</b>	
<b>Parents:</b>		<b>Language Spoken by Parent:</b>	
<b>Telephones:</b>	H: _____	W: _____	C: _____
<b>School:</b>		<b>Program:</b>	<b>Grade:</b>
<input type="checkbox"/> Monday - Friday <input type="checkbox"/> Days other: _____			
<b>PreK student - Check One:</b>			
<input type="checkbox"/> Full Day <input type="checkbox"/> Morning Session ONLY <input type="checkbox"/> Afternoon Session ONLY			
<b>Pick Up Address:</b>		<b>Apartment #</b>	
<b>Drop Off Address:</b>		<b>Apartment #</b>	
<b>Childcare Provider (if applicable):</b>		<b>Telephone #</b>	
<b>Special Instructions: (specify)</b>			
<b>Change(s) requested by:</b>			
<i>or if change request is taken by phone, completed by whom:</i> _____ <b>Date:</b> _____			
<b>Principal Signature:</b>		<b>Date:</b>	
<i>Office Use Only:</i>			
Route	Pick up	Route	Drop off

- This form is to be completed to request the change of a student's bus transportation plan
- One form is required per student.
- Any request to add, change or modify the assignment of school bus transportation for a student should be sent to the student's school registrar and approved by the school Principal.
- Once approved by the school Principal, please forward this form to the transportation office for review.

*Requests submitted without the complete information may create delays in processing. Principals **MUST** approve in order to be processed!*

**The Office of Pupil Transportation will require three to five business days to process the request.**