

TRANSPORTATION DEPARTMENT
3880 Ridge Road, Medina, Ohio 44256
Phone: 330-239-1901
Akron: 330-686-1901
Cleveland/Hinckley: 330-278-2727
www.highlandschools.org



Alternate Address -- Bus Request Form

This form is to be utilized when your child's pick up or drop off locations are different due to shared parenting, daycare, etc.

PLEASE NOTE: A 5-DAY NOTICE IS NEEDED TO IMPLEMENT CHANGES.

Date: _____ School Attending: _____

Student's First/Last Name: _____ Grade: _____

Reason (child care, shared parenting, etc.): _____

Pick up at

Home Address: _____

Days of week: Mon ___ Tue ___ Wed ___ Thu ___ Fri ___

Pick up at

Alternate Address: _____

Days of week: Mon ___ Tue ___ Wed ___ Thu ___ Fri ___

Drop off at

Home Address: _____

Days of week: Mon ___ Tue ___ Wed ___ Thu ___ Fri ___

Drop off at at

Alternate Address: _____

Days of week: Mon ___ Tue ___ Wed ___ Thu ___ Fri ___

Parent Signature: _____

Principal Signature: _____

Transportation Supervisor: _____