



## TRANSPORTATION CHANGE REQUEST FORM

While transporting students to and from school, your child's safety is our first priority. To ensure each child is picked-up and dropped-off at the correct location, we are asking all families to adhere to our district administrative guidelines. Students who are eligible to ride a bus may be picked-up and dropped-off at up to two (2) locations, as long as the schedule remains consistent throughout the school year. We will accept Transportation Change Requests only for changes to childcare arrangements and emergencies. We will not provide changes for transportation to a friend's home, sleepovers, parties, athletic practices, or other social related reasons.

When a temporary transportation change is needed, please complete this form, including your signature, and deliver it to your child's school office. **We kindly ask that all transportation change notifications be made by 11:30 a.m.** Emergencies after 11:30 a.m. will be accommodated to the best of our ability. Thank you for helping us keep your children safe!

Today's Date: \_\_\_\_\_ Transportation Change Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

School: **GES GIS GMS GHS** Grade: \_\_\_\_\_ Teacher (GES only): \_\_\_\_\_

Student's Home Address: \_\_\_\_\_  
Street City Zip Code

Parent/Guardian Name(s): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mother's Work #: \_\_\_\_\_ Mother's Cell #: \_\_\_\_\_

Father's Work #: \_\_\_\_\_ Father's Cell#: \_\_\_\_\_

**REMINDER:** We will not provide changes for transportation to a friend's home, sleepovers, parties, athletic practices, or other social related reasons.

I am requesting a **ONE-TIME BUS CHANGE**.

\_\_\_\_\_ Change Granville School Bus, from Bus # \_\_\_\_\_ to Bus # \_\_\_\_\_ (AM, PM or Both AM/PM)

\_\_\_\_\_ Change Address: (CIRCLE: Pick-up or Drop-off) \_\_\_\_\_

\_\_\_\_\_ Will be picked up by: (Name) \_\_\_\_\_

\_\_\_\_\_ Reason: (Please explain) \_\_\_\_\_

I am requesting a **PERMANENT BUS CHANGE**.

\_\_\_\_\_ Change in Residence. (New Address) \_\_\_\_\_

\_\_\_\_\_ Change in Childcare. (Childcare Facility) \_\_\_\_\_

\_\_\_\_\_ Reason: (Please explain) \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE USE:

Request Received by: \_\_\_\_\_ Date: \_\_\_\_\_