

Dear Parent/Guardian:

Due to the ever increasing safety concerns for your/our students, the school finds it necessary to make some changes to the daily operations of the department.

Attached you will find an Alternate Bus Stop form and the explanation follows below:

REQUESTING AN ALTERNATE BUS STOP:

If you need to request an alternate bus stop, other than the child's legal address, the attached form must be filled out and submitted to the Transportation Office or school of attendance for processing (one form per child). The change may take up to two (2) business days to process this request after it is received in the Transportation Office. Once the form is processed, the student will be transported from their legal residence and/or alternate bus stop to the school of attendance and back. Students may be required to walk to a collection point.

ENDING AN ALTERNATE BUS STOP:

If you find it necessary to end the alternate bus stop, please fill out the ending alternate bus stop form and your child will be placed back to the bus route to and from their legal residence for transportation.

All forms are available at the schools, the transportation office or on the ACSD website. Each student may have only ONE Alternate Bus Stop Form request on file. If your alternate bus stop needs to change for any reason a new form must be filled out, processed and will automatically replace the previous form.

****All Alternate Bus Stop forms are only good for the present school year.****