



No. 810-AR-3
ADMINISTRATIVE REGULATION
APPROVED: October 23, 2018
REVISED: April 25, 2023

810-AR-3 - TRANSPORTATION CHANGE REQUEST

Childcare Transportation Request

Boyertown Area School District - Transportation Department

1131 Montgomery Avenue- Boyertown, PA 19512

email - transportation@boyertownasd.org

Please return form by mail or scanned to email- no photos please

(Complete a separate form for each child)

Allow five (5) business days for this Request to be processed

Student Name: _____ Grade: _____

Home Address: _____

Regularly Assigned Bus: _____ Assigned Bus Stop: _____

Daycare Provider: _____

Daycare Address: _____

Reason for request: _____

Start Date Requested: _____

Requested for:

AM pick-up _____

AM Kindergarten mid-day drop-off _____

PM Kindergarten mid-day pick-up _____

PM drop-off _____

Signature of Parent/Guardian

Date

Name of Parent/Guardian (Printed)

Phone Number

Parent/Guardian Email:

Student ID

Office Use Only

School

Signature of Transportation Supervisor

Date

Principal's Approval (Related to Childcare/Shared Custody)

Date

All forms must be submitted by July 1st for processing prior to the start of the new school year.

TRANSPORTATION CHANGE REQUESTS MUST BE SUBMITTED ANNUALLY.

Childcare Transportation requests will be daily, five days a week, every week throughout the school year.

See Administrative Regulation 810-AR-2 – Bus Schedules/Bus Stops for more information/Guidelines. *Current BASD policy permits students to change bus stops or bus routes within policy and with the school principal's permission (when related to childcare/shared custody), upon prior written request of the parent/guardian. These requests are limited to established stops and if seating is available. The Boyertown Area School District does not confirm arrangements or share information with daycare providers. It is the responsibility of the parent/guardian to make the necessary arrangements with the daycare provider you have selected.*