



**\*Transportation Requests will be accepted beginning June 9, 2025.  
\*\*Requests will not be accepted after July 11, 2026.**

**REQUESTED AFTER DEADLINE-EXTREMELY LATE WILL BE PUT ON A WAITING LIST**

## BUS TRANSPORTATION REQUEST FORM

Date of Request \_\_\_\_\_

Date Request Received \_\_\_\_\_

(To be completed by school or Central Office Personnel Only)

**\*\*If your student rode the bus for the school year 2025-2026, please provide the bus number and or the name of the bus driver here-> \_\_\_\_\_.**

Parent Name			
Your Student's Name			
Physical Address (This is the address the student will be picked up from and dropped off to.)			
Telephone Number		ALTERNATE NUMBER	
Cell Number			
School Student is Attending			

**\*\*Note:** The completion and submission of this form does not automatically guarantee your child will be provided bus transportation. You will be notified by either the driver; or by someone from the Operations/Transportation office when your request has been approved and your child is placed on a route.

**\*\*Bus routes begin at 6:15 a.m. Please be sure your student(s) are ready. The bus will not come back to pick up your child (ren).**

**\*\*Please ensure an adult is present when the student returns home in the afternoon.**

**\*\* We are aware that circumstances do happen, therefore; a change of address is allowed during the school year. However, we can only accommodate up to two (2) requests per school year and must be in writing. This must be done at the Transportation Office located at 2194 Broad Street.**

**\*\*It may take up to 24 business hours to initiate your request, so please submit at least three (3) days prior when the change is to take place. Please be patient with us.**