

Bus Change Letters

The letter will need to include the following information:

- Student's full name
- Parent's contact number
- Current address listed in Infinite Campus (IC)
- Address to where you want your child delivered.
- Full name of the person to receive your child off the bus at the new stop location.
- Address and phone number of the person to receive your child.

Please note that the person to receive your child at the new stop location will need to be added to your child's IC account. This gives them the same ability to check your child out of school.

Once the completed letter is received at the school, the school will verify the information. When the information has been verified, the school will send an email with a copy of the letter to the transportation route supervisor for their final approval. The route supervisor will approve or deny the change and inform the school and bus driver of their decision.