



Transportation Change Request

Dear Parent/Guardian: Please use this form to request bus stop changes due to moving, changes in before or after school programs, or for shared custody arrangements. Please complete the entire section. Change requests may take several weeks to review and implement; the bus company needs time to assess the available space and timing. The bus company will not make any changes during a 3 week window before and after the first day of school.

Please note our transportation policy for distance states: The bus company makes their best attempts to locate stops no further than 1 mile from a home address.

Student Name(s) _____ Student Grade(s) _____

Change location of bus stop:

Current Bus # _____ Current Stop _____

Students at stop _____ Requested Stop _____

Distance from your house to current stop (google map) _____

Reason for Request (health reasons must have a note from a medical doctor with information on the distance a student can walk.)

Moved: New address to use for busing:

Add a stop for a second parent / guardian household:

Please provide the address to use for busing, student schedule at each address, emergency contact and phone for new stop

Your Name _____ Email address _____

Thank you.
