



2018-2019 – TRANSPORTATION CHANGE REQUEST

Please complete the form below and return it to the Superintendent's Office as soon as possible to help us plan for next year.

If you wish to request that your child(ren) be **picked up or dropped off at a location other than your home to accommodate child care/babysitting needs**, such a request will be considered if submitted in writing to the office of the Superintendent by **Friday, June 29th** for children in grades K-8.

The Superintendent will only accept requests for consistent long-term (three (3) or more months) transportation schedules for a student.

Requests for changes will be honored with the following stipulations:

1. If the child care request is honored, that there is space available on the bus to which the student would be assigned.
2. While the a.m. pickup may be different from the p.m. drop off, the location of the a.m. pickup must be the same Monday through Friday and the p.m. location drop off may have one alternate site.
3. Any requested change in transportation during the school year will be honored only if conditions 1 and 2 are met. This change must be in effect for a minimum of three months. Any such requests must be submitted to the school office at least one week in advance. Forms are available in the school office.

Please complete the form below. Thank you!

Name of student: _____ Grade: _____

Home address: _____

Request for (circle one):

Pick-up Drop-off

Address of new location: _____

Days needed (circle):

Monday Tuesday Wednesday Thursday Friday