

## TRANSPORTATION CHANGE REQUEST FORM

Children are bussed to and from their home address, however, this **LONG-TERM** request form is provided for parents to complete should the student need bussing to/from an alternate address. Requests are for the **current school year only**. Should you need an adjustment during the school year to a pick up and/or drop off site, a new request must be completed.

This is a request application only and approval will rely on seat availability. You will be notified by phone when the alternate bussing will start if your request application has been approved.

The student must be picked up from the same location every day of the week. The student must be dropped off at the same location every day of the week. YOU MUST ALLOW **THREE (3) SCHOOL DAYS** FOR CHANGE TO TAKE EFFECT.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Building: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Building: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Building: \_\_\_\_\_

Date:

\_\_\_\_\_

Home Address: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**\*\*Proof of current residency must be attached\*\***

**Pick Up** at: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Alternate Address)*

Name of Person Responsible: \_\_\_\_\_ Relationship: \_\_\_\_\_

Signature: \_\_\_\_\_

**Drop Off** at: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Alternate Address)*

Name of Person Responsible: \_\_\_\_\_ Relationship: \_\_\_\_\_

Signature: \_\_\_\_\_

Office Use Only: Bus # \_\_\_\_\_ Date of Change: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ BOTH \_\_\_\_\_

## Day Care Providers with Bus Transportation

- ✓ **Believer's Day Care** (2577 Schenley Ave)
- ✓ **Hope Children's Academy** (1702 North Rd SE)
  - ✓ **Kiddie Day Care** (3990 North River Rd)
    - ✓ **Noah's Ark** (1415 North Rd SE)
    - ✓ **Nova's Ark** (1833 Deforest Rd SE)
  - ✓ **Sense of Wonder** (8942 E Market St SE)
    - ✓ **Tiny Tots** (917 North Rd SE)
- ✓ **Wee Care Day Care** (1145 Niles Cortland Rd SE)
- ✓ **Tiger Care @ HUMC** (730 Howland Wilson Rd NE)