

Parent's listed below is a copy of the transportation change request form that we have created to assist you in notifying us of occasions that your child may need a change of transportation. To assist us in assuring the change, please complete the information listed below and have your child or you may bring this form to the main office before 9:00 a.m. . Please note, upon receipt, we will contact you to assure your awareness of this requested change and to assure you that we are in receipt of the change. You are not required to use this form; you may send in your own note; this form is just a resource to assist that we are certain of your request.

**TRANSPORTATION CHANGE REQUEST FORM**

Today's Date: \_\_\_\_\_ Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Phone Number(s) to be reached at today: \_\_\_\_\_

I authorize this transportation change for my child today \_\_\_\_\_

(PARENT SIGNATURE)

**1) PLEASE CHECK CHILD'S NORMAL MODE OF TRANSPORTATION HOME:**

- \_\_\_ BUS # \_\_\_\_\_
- \_\_\_ Car Rider
- \_\_\_ Afterschool student

**2) PLEASE CHECK TODAY'S TRANSPORTATION CHANGE:**

- \_\_\_ BUS # \_\_\_\_\_
- \_\_\_ Car Rider
- \_\_\_ Afterschool student

**3) EARLY PICK-UP (WRITE PICK-UP TIME):** \_\_\_\_\_

**4) AFTER SCHOOL ACTIVITY:** \_\_\_\_\_

**5) YOUR CHILD IS BRINGING HOME FRIEND(S) (ALL STUDENTS IN THIS CASE MUST HAVE MATCHING NOTES AND MATCHING REQUEST FORMS/NOTES FROM PARENTS)**

Student 1 \_\_\_\_\_

Student 2 \_\_\_\_\_

**CHECK MODE OF TRANSPORTATION:**

- \_\_\_ BUS # \_\_\_\_\_
- \_\_\_ Car Rider
- \_\_\_ Afterschool student

**OR,**

**YOUR CHILD IS GOING TO FRIEND'S HOUSE (MUST HAVE MATCHING NOTES)**

Student 1 \_\_\_\_\_

Student 2 \_\_\_\_\_

**CHECK MODE OF TRANSPORTATION:**

- \_\_\_ BUS # \_\_\_\_\_
- \_\_\_ Car Rider
- \_\_\_ Afterschool student