

PERMANENT BUS STOP CHANGE

Please complete this form when you need a **permanent** change in your child's pick up and/or drop off location. We will not accept notes/phone calls to change a child's pick up and/or drop off location. Please note ~ this permanent change in your child's schedule will be in effect for the remainder of the school year. Please allow up to 5 school days for the change. Once the change has been approved by the Transportation Department, you will receive a phone call notifying you when the change will begin.

Please circle one or both: AM (Pick Up) PM (Drop Off)

Child(ren)'s Name: _____

Home Address: _____

New **Pick Up** Location: _____

New **Drop Off** Location: _____

Date Change to Begin: _____

Parent/Guardian Signature: _____

Parent/Guardian Phone Number: _____

FOR TRANSPORTATION USE ONLY:

Received On: _____

Received By: _____

Transfinder Update: _____

Driver Notification: _____

Parent/Guardian Notification: _____