

SCHOOL BUS CHANGE FORM



Note: This information is confidential and will not be shared without permission.

Students **will not** be allowed to ride without a bus stop form on file.

Changes of bus stop (permanently or daily) *must* be submitted on a “**School Bus Change Form**” available at your child’s school or the transportation office

Student Information

Last Name:	First Name:	MI:
Today’s date:	Grade Level (circle one) K 1 2 3 4 5 6 7 8 9 10 11 12	
School attending:		
Select one:	<input type="checkbox"/> Permanent change	<input type="checkbox"/> Occasional basis
<input type="checkbox"/> Temporary change for date(s):		
Morning bus stop:	route #	
Afternoon bus stop::	route#	

Please write below any comments, or special circumstances or instructions related to your child:

Parent Guardian Signature:

School Office Review:

1st copy-Transportation office

2nd copy-School site

3rd copy Parent/guardian

INSTRUCTIONS

TO: Parents, guardians, school and transportation staff.

FROM: Transportation management/staff

This form is designed to maintain the safety and security of your child. Please fill it out in its entirety. A handwritten note will never be accepted in place of this form due to security concerns. If you have any questions regarding this form or other transportation procedures, please contact the transportation company at the number listed above.

Please use this form as follows:

1. Fill out and sign the form, then take it to the school (by student, parent or guardian).
2. School should confirm information, signature, and make a copy for their records. School Staff should sign or initial confirming that this information has been reviewed.
3. This form must then be given to the bus driver by the student/parent/guardian for daily, occasional or ongoing use.

Thank you very much for using our safe and reliable school bus transportation services