

# 2018-2019 School Year Request for Bus Stop Location

Annual Bus Stops may be changed. The change will require a minimum of 3 school days to process and will only become effective as of the date set forth in the written approval given by the Principal or his/her designee. Your student (s) will remain on their currently assigned bus route. Until such approval is received, parents/guardians shall arrange for transportation for their student (s) until such change is completed. This entire form must be completed to be accepted and processed.

## Parent/Guardian's

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Current Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Wk Phone \_\_\_\_\_

## A.M.

**Pick UP Address** (Complete address of where child will be picked up from)

Parent/Guardian/Relative/Daycare Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## P.M.

**Drop Off Address** (Complete address of where child will be dropped off at)

Parent/Guardian/Relative/Daycare Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Please list reason for bus change and date that this request is needed by:**

Reason: \_\_\_\_\_ Date requested for bus change: \_\_\_\_\_

**Please list all your children that this new pick up/drop off location will apply to who attend Indian Community School.**

Child's Name \_\_\_\_\_ Current Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Current Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Current Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Current Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Current Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Current Grade \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### This section for school use only:

DATE RECEIVED IN OFFICE: \_\_\_\_/\_\_\_\_/\_\_\_\_

REQUEST APPROVED: \_\_\_\_\_

REQUEST DENIED: \_\_\_\_\_

DATE LETTER SENT TO PARENT/GUARDIAN: \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE FILED: \_\_\_\_/\_\_\_\_/\_\_\_\_