



Transportation changes **MUST** be made on the form below during "Submission Dates" unless one of the criteria's noted below are met. Submission and effective dates for the 2019-2020 school year are as follows:

<u>SUBMISSION DATE</u>	<u>EFFECTIVE DATE</u>
9/5/19 – 9/13/19	9/16/19
11/6/19 – 11/15/19	11/18/19
1/8/20 – 1/17/20	1/21/20
5/6/20 – 5/15/20	5/18/20

**CRITERIA FOR A PERMANENT TRANSPORTATION CHANGE OUTSIDE OF SUBMISSION DATES**

1. Family makes a **permanent** move to a new address.
2. **Permanent** change to a new daycare provider is made.
3. Serious family illness that requires student(s) to go to a different address.
4. Custody Court Order is in place that dictates where a student will reside on certain days.
5. Change in employment or shift (3 month minimum change).
6. Extenuating circumstances as determined by Transportation Supervisor and Principals.

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**P.M. K-5 STUDENT DISMISSAL TRANSPORTATION CHANGE REQUEST FORM**

Date of Request: \_\_\_\_\_ Transportation Change EFFECTIVE Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_  Rouses Pt  Mooers Gr: \_\_\_\_\_

(Adult must be seen at time of drop off for K-5)

Ride Bus to Home of: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Parent/Guardian Contact (Please Print)

Parent/Guardian Signature

Parent/Guardian Contact #'s: Home \_\_\_\_\_ Cell \_\_\_\_\_ Wk \_\_\_\_\_

(Transportation Change Request From 2019-2020 SY)

**OFFICE USE ONLY:**

New Bus #: \_\_\_\_\_ Old Bus #: \_\_\_\_\_