

**VALLEY VIEW LOCAL SCHOOLS
REQUEST FOR NEW/CHANGE IN TRANSPORTATION**

A separate Request for Change in Transportation form must be completed for each child, and for each new school year. Bus transportation is automatically provided to & from the student's residence. One additional address is permitted, such as a shared parenting situation or a babysitter. No students will be dropped off at a place of employment.

Special requests such as riding home with friends, to the library, etc. will **NOT** be honored.

Do not return this form to the Transportation Department; return it to the school office in the building where your child attends. It will take up to five (5) days from the date of filing this application for your request to be processed. However, emergency requests will be taken into consideration. You will be contacted when new arrangements have been completed.

All school personnel involved will be notified. Students and parents will be responsible for the student's on-time boarding or departure from the bus.

Date: _____

Name of Student: _____ Grade _____

Home address of student: _____

School assigned: _____ Teacher/Home Room# _____ Current Bus # _____

Name of parent/guardian: _____

Parent/guardian telephone numbers: Home _____ Work _____ Cell _____

Transportation is requested as follows: (Be sure to include house number)

A.M. Transportation from one location only: Name _____

Address: _____ Phone No. _____

Noon Transportation to/from one location only: Name _____

Address: _____ Phone No. _____

P.M. Transportation to one location only: Name _____

Address: _____ Phone No. _____

I request that the Change in Transportation begin _____ and remain in effect through _____
(date) (date)

Signature of parent/guardian

SCHOOL USE ONLY

Date request received in school office _____ Date form sent to Transportation _____

Date form received by Transportation _____

Request is _____ approved _____ denied A.M. Bus # _____ P.M. Bus # _____

Pick up time _____

By: _____ Date: _____

Transportation Supervisor

