

## ALTERNATE BUSING REQUEST

**YOU MUST RETURN THIS COMPLETED FORM TO YOUR CHILD'S SCHOOL OFFICE IN PERSON!!**

Parent/Guardian:

Busing is arranged to and from your home address to your child's school. If it is necessary to change busing to another address, please complete the form below for **each child**. **ALL REQUESTS MUST BE FOR FIVE (5) DAYS PER WEEK.** Request for one day or several days per week will **not** be approved. If approved, this busing request will be in effect until your child leaves current school or until you complete a new busing request form.

Name of Student	Grade	Teacher	School
Home Address		Home Phone Number	
I request alternate busing for my child <b>to school</b> from:		Sitter <input type="checkbox"/> Daycare <input type="checkbox"/>	
I request alternate busing for my child <b>from school</b> from:		Sitter <input type="checkbox"/> Daycare <input type="checkbox"/>	
Name of Sitter/ Day Care	Phone # of Sitter/ Day Care	Effective Date	
Address of Sitter/Day Care			
Signature of Parent/Guardian		Date	

### FOR SCHOOL USE ONLY

Alternate Busing for the child listed above is    APPROVED     DENIED

AM BUS ROUTE: \_\_\_\_\_ TIME: \_\_\_\_\_      PM ROUTE: \_\_\_\_\_ TIME: \_\_\_\_\_  
STOP NUMBER: \_\_\_\_\_      STOP NUMBER: \_\_\_\_\_  
STOP LOCATION: \_\_\_\_\_      STOP LOCATION: \_\_\_\_\_

**ALTERNATE SESSION CODE**

- 1 - AM
- 2 - PM
- 3 - AM & PM

**SPECIAL COMMENT CODE**

- B** - Babysitter
- D** - Daycare
- J** - Joint Custody
- S** - Special Permission

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> AM Bus Report Stop Changed.</li><li><input type="checkbox"/> PM Bus Report Stop Changed.</li><li><input type="checkbox"/> Transportation Notified if Necessary</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Pass issued for Bus/Driver</li><li><input type="checkbox"/> Teacher Notified by Office</li><li><input type="checkbox"/> Family Information Card Changed</li></ul> |
|---|--|

Date Changes were made: \_\_\_\_\_ By: \_\_\_\_\_