



Transportation Department  
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### ALTERNATE BUS STOP ASSIGNMENT REQUEST

Our automated Bus Routing Software assigns students to bus stops based on their school of attendance, grade, and home address. Students will be assigned to the nearest grade appropriate bus stop to their home within their attendance boundary.

If you wish to have your child assigned to an alternate bus stop for reasons including divorce, childcare or otherwise desire an exception to a child's assigned bus stop or eligibility; this form will need to be filled out completely and returned to the Transportation Department each school year the exception is requested.

Please allow (5) five days for the Transportation Department to determine if an exception can be made and to authorize and communicate a change if approved. Please use one form for each school of attendance of affected students.

School Year: \_\_\_\_\_ School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Day time Phone: \_\_\_\_\_

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

Home Street Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Current Route #: \_\_\_\_\_ Current Bus Stop: \_\_\_\_\_

\_\_\_\_\_ My Child is currently NOT eligible for Transportation Services

Reason for alternate bus stop: \_\_\_\_\_  
\_\_\_\_\_ Childcare \_\_\_\_\_ Divorce/Custody \_\_\_\_\_ Other \_\_\_\_\_

Please Explain: \_\_\_\_\_

Requested Route #: \_\_\_\_\_ Requested Bus Stop: \_\_\_\_\_

\_\_\_\_\_ To and From School \_\_\_\_\_ In to School only \_\_\_\_\_ From School only

*(complete information below if applicable)*

Alternate/Care Giver Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Care Giver Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand that I am responsible for my child getting to and from the bus stop safely and that I must submit a new request each school year.

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