



This form is to be completed by the parent/guardian and school official for any long-term (more than one day) request to vary from the assigned school bus schedule. Conditions for approval are that there is sufficient space on the bus or buses affected, and that there is no change to the route of the affected bus or buses.

To be completed by parent/guardian

Student Information	
Student Name:	
Home Address:	Telephone #:
School:	Grade:
Home Bus Stop:	Home Bus Route:

Today's Date:

Change Dates
Start Date:
End Date:

Description of Requested Change
Please describe in detail below the change you are requesting for your child's transportation:

School Board Policy File EEAA states that: "In requesting assignment changes, parents or guardians assume responsibility for ensuring that their child(ren) are aware of which bus to ride and where to get on or off at all times, and for ensuring that appropriate arrangements are made for their child(ren) on special days such as conference dates, regularly-scheduled early dismissals, and weather-related emergencies." The policy also stipulates that change requests may not be granted unless there is adequate space on the bus or buses impacted and no bus routes are altered because of the change. By signing below you indicate that you understand and accept these provisions of the policy and will ensure that your child knows at all times which bus to ride and where to get on or off the bus.

Parent/Guardian Signature:	Date:
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Principal/School Action		
<input type="checkbox"/> All impacted bus drivers have been consulted <input type="checkbox"/> This change will not result in a bus overload <input type="checkbox"/> No route adjustments are necessary	List Drivers Consulted, with Route Numbers	
	Driver	Route
	Driver	Route
	Driver	Route
	Driver	Route

Approved Denied

Principal Signature:	Date:
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