

**TRANSPORTATION CHANGE REQUEST**  
**SOUTH PARK SCHOOL DISTRICT**  
*Please allow 3-5 business days for processing.*

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_  
 (street address, city, state, zip code)

Parent Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

**YOU MUST COMPLETE ONE FORM PER CHILD.**  
**PLEASE SUBMIT THIS COMPLETED FORM TO YOUR CHILD'S SCHOOL OFFICE.**

1. **THIS REQUEST IS NULL AND VOID AT THE END OF THE SCHOOL YEAR.**
2. Your child's caregiver/daycare must be in South Park Township in order for the South Park School District to provide transportation.
3. If your child/children will be getting picked up and/or dropped off at a caregiver's house, the caregiver's information **must be included in the box below.**
4. Fill in the blocks below with the pick-up and drop-off locations for each day of the week. This schedule must be **CONSISTENT** throughout the school year.
5. **This form must be signed and returned to the school office.**

**\*\*THIS ONE WEEK SCHEDULE MAY HAVE NO MORE THAN TWO (2) DESIGNATED STOPS  
 FOR THE ENTIRE SCHOOL YEAR\*\***

*Please fill in EVERY BOX below with THE NAME OF THE DISTRICT APPROVED STOP.*

REQUESTED STARTING DATE: \_\_\_\_\_  
 (Requested starting date **MUST** be at least 3-5 days in advance)

	MONDAY STOP	TUESDAY STOP	WEDNESDAY STOP	THURSDAY STOP	FRIDAY STOP
TO SCHOOL					
FROM SCHOOL					

**\*If requested stop is not at student's home address, please complete the following information.**

**RESPONSIBLE PARTY AT REQUESTED CHANGE LOCATION**

NAME/FACILITY NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

By signing below, you acknowledge that this bus schedule will remain permanent for the 2019-2020 school year and **NO ADDITIONAL CHANGES WILL BE MADE.** Any deviation from this schedule will revert back to the **original** home stop.

**PARENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Assigning bus stops is the responsibility of the South Park School District. Parents must recognize bus stop assignments cannot be customized to meet every individual need and still be part of an efficient and economical transportation system. Please remember the South Park School District cannot consider factors associated with individual family or parental situations. Such concerns are expected to be resolved by the family or parent/guardian.

For further information concerning the request and/or regulations of bus stops, please review School Board Policy 810 on [www.sparksd.org](http://www.sparksd.org) or contact your building principal for a copy.