

**2016-2017 REQUEST FOR STUDENT STOP ASSIGNMENT CHANGE
SOUTH PARK SCHOOL DISTRICT**

Please allow 3 – 5 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.**

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. *(An example is provided on the next page)*
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****

RESPONSIBLE PARTY AT REQUESTED CHANGE LOCATION

NAME/FACILITY NAME _____ **ADDRESS** _____

PHONE NUMBER _____

PROPOSED ASSIGNMENT (THE REQUESTED STOP LOCATION MUST BE AN APPROVED STOP)

Please allow sufficient time so the bus garage can be notified (minimum of 48 hours)

REQUESTED STARTING DATE _____

AM BUS # _____ **BUS STOP** _____

PM BUS # _____ **BUS STOP** _____

Please fill in the boxes below with THE NAME OF THE APPROVED STOP

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

By signing below, you acknowledge that this bus schedule will remain permanent for the 2016-2017 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 or contact your building principal for a copy.