

**2020-2021 TRANSPORTATION CHANGE REQUEST
SOUTH PARK SCHOOL DISTRICT**

Please allow at least 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 OR EMAIL IT TO
TRANSPORTATION@SPARKSD.ORG**

- THIS REQUEST IS NULL AND VOID AT THE END OF THE SCHOOL YEAR.**
- Your child's caregiver/daycare must be in South Park Township in order for the South Park School District to provide transportation.
- 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.**
- Fill in the blocks below with the pick-up and drop-off locations. This schedule must be **CONSISTENT** throughout the school year. Students may only have one (1) approved bus stop for the 2020-2021 school year.
- Families who opted out of transportation may request a change at the end of the first quarter (November 2020).
- This form must be signed and returned to the school office or emailed to transportation@sparksd.org.**

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

	TRANSPORTATION ADDRESS (Student will be assigned the approved stop closest to this address.)
TO SCHOOL	
FROM SCHOOL	

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

RESPONSIBLE PARTY AT REQUESTED CHANGE LOCATION	
NAME/FACILITY NAME _____	ADDRESS _____
PHONE NUMBER _____	_____

****IF YOU ARE MAKING THIS CHANGE REQUEST BECAUSE OF A HOME ADDRESS CHANGE,
YOU MUST NOTIFY YOUR CHILD'S SCHOOL OFFICE OF THE HOME ADDRESS CHANGE****

By signing below, you acknowledge that this bus schedule will remain permanent for the 2020-2021 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.