

Dudley-Charlton Regional School District Transportation Request/Change Form

This form is to be used for new students and all changes related to student transportation. Allow a minimum of (3) working days for information to be processed and bus to be assigned.

Circle one and Enter Date: Add a student: Start Date: _____
Delete a student: Delete as of: _____
Change of information: Start Date: _____

Student's Information:

Last Name: _____ First Name: _____ MI _____
Address (Residential): _____
DOB: _____ Gender: Male / Female
School: _____ Teacher: _____
Grade: _____ Home Phone: _____
Parent/Guardian: _____
Work Phone: _____ Cell Phone: _____
Emergency Contact: _____ Phone Number: _____

Please fill in the following information if your child need bus arrangements to a *sitter or day care provider*.

Sitter's Name: _____
Sitter's Address: _____ Sitter's Phone: _____

***** Please note: The Boys/Girls Club closes on early dismissal days due to bad weather. *****

Please specify your request below by placing the bus number in the appropriate box:

	<i>Home</i>	<i>Sitter / Daycare</i>	<i>Car Rider</i>	<i>Other</i>
Monday AM Bus# to school:				
Monday PM Bus# to home:				
Tuesday AM Bus# to school:				
Tuesday PM Bus# to home:				
Wednesday AM Bus# to school:				
Wednesday PM Bus# to home:				
Thursday AM Bus# to school:				
Thursday PM Bus# to home:				
Friday AM Bus# to school:				
Friday PM Bus# to home:				
Early Dismissal Bus# to home:				

HERITAGE SCHOOL

Who should complete a TRANSPORTATION REQUEST/CHANGE FORM?

- Students who are daily pick-ups
- Students who are picked up on specific day(s) each week
- Students who are going to daycare/sitter on specific day(s) each week
- Students who are going to daycare/sitter in an emergency situation

If there is no parent communication, children are instructed to take their regularly scheduled bus route for the day.

School bus assignments are made on the basis of providing the most efficient and safe route to school, while attempting to achieve an equalized number of students on each bus.

Frequently, we receive requests for students to ride a different bus in order to go to a friend's house or to attend other activities. **Parents should be aware that you do not have the option to elect to have your child ride another bus for these purposes.**

We also frequently receive requests from parents who have a crucial need arising from necessary arrangements for childcare. In order to respond to specific situations relative to childcare needs and, at the same time maintain a balance in numbers of children riding school buses, we will be considering requests for alternate bus assignments in accordance with the following guidelines:

1. Any requests for change will be on a space available basis.
2. **Bus changes must be on a consistent and regular basis for the entire year.**
3. Bus changes will be considered for childcare only.
4. **Requests for bus changes will not be honored for temporary or intermittent periods.**
5. Any request for bus change must be submitted on the Transportation Request/Change Form.
6. Transportation Request Forms must be received at least three days prior to the requested starting date.

Should you have any questions regarding this issue, please contact the school office at (508) 248-4884.