



# REQUEST FOR TRANSPORTATION SERVICES

(This form must be completed and sent to the Transportation Office for all transportation requests)

Date of Request: \_\_\_\_\_ Effective Date of Request: \_\_\_\_\_

New Registration  Transfer  From: \_\_\_\_\_ Other: \_\_\_\_\_

### Student Information—please print

Name: \_\_\_\_\_  
*Last Name First Name Middle*

Grade: \_\_\_\_\_ School: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Pick-up Location *(if different from above)*: \_\_\_\_\_

Drop-off Location *(if different from above)*: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone (Home) : \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

**Current School Bus Transportation (if currently on a bus) Bus #:** \_\_\_\_\_

Do you have other children riding on a bus? NO  YES  Bus #: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- **Transportation information can be found on the Parent PowerSchool Portal (web browser).**
- **Please allow up to 5 business days for processing. If filling out this request for the following school year, information will be available last week of August.**
- **Please Note: Students may be required to transfer buses at certain schools.**

### **For Transportation Office Use only:**

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

AM Bus #: \_\_\_\_\_ AM Time: \_\_\_\_\_ Transfer Bus # \_\_\_\_\_ TSF Location: \_\_\_\_\_

PM Bus #: \_\_\_\_\_ PM Time: \_\_\_\_\_ Alt Bus \_\_\_\_\_ Time: \_\_\_\_\_

P/U Location: \_\_\_\_\_ D/O Location: \_\_\_\_\_

Eligibility Code: \_\_\_\_\_ Driver Notified  Entered in RF  Copy sent to school

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_