

\*If your child has an IEP with Special Transportation, DO NOT complete this form. Please contact your child's teacher.



## Bus Transportation Request Form 2024/25 School Year

Parent/Guardian, please complete and submit this form by **May 22, 2024**, to indicate your student's transportation needs for the upcoming 2024/25 school year. General education students' address, home or alternate, must be within the school's district. ***If your child has an IEP with Special Transportation, DO NOT complete this form. Please contact your child's teacher.***

Student name: \_\_\_\_\_

2024/25 School: \_\_\_\_\_ 2024/25 Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Number Street Name Apt/Unit City Zip Code

YES, my student needs bus transportation for the 2024/25 school year.  
*If yes, and you have an address change, you MUST provide 2 proofs of address to the school.*

AM Only  PM Only  Both AM and PM

AM Pick-Up Address: \_\_\_\_\_  
If different from Home Address

PM Drop Off Address: \_\_\_\_\_  
If different from Home Address

NO, my student does not need bus transportation for the 2024/25 school year.

Parents/guardians who fail to request school bus transportation for the students by **May 22, 2024**, will have to provide transportation for their student to and from school at the beginning of school until bus transportation arrangements can be made - **this might not occur until 10 days after school has started.**

Additionally, there is a five (5) day minimum turn-around period for Bus Transportation Requests made during the regular school year. Parent/Guardian should expect a five (5) day turn-around time to allow the Transportation Department to receive and process the request. During the five (5) days parent/guardian will have to provide transportation for their student.

**To request or change bus transportation for the start of the 2024/2025 school year, this form must be completed and submitted by May 22, 2024. No exceptions.**

By signing below I signify that I have read and understand the instructions on this form:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_