

**HUDSONVILLE PUBLIC SCHOOLS**  
**REQUEST FOR TEMPORARY CHANGE OF TRANSPORTATION**  
**ELEMENTARY BUS PASS FOR GRADES 1-5 (No changes for PK/K)**  
 Fax: 616-669-4876 • Email: [jbykerk@hpseagles.net](mailto:jbykerk@hpseagles.net) Phone: 616-669-7757

STUDENT NAME:	
HOME ADDRESS:	
PHONE:	BUS#:
SCHOOL:	GRADE:

**REASON FOR CHANGE:**

**DATE(S) OF CHANGE:**

**CHANGE NEEDED FOR:**

\_\_\_\_\_ Before School    \_\_\_\_\_ After School    \_\_\_\_\_ BOTH

**CHANGE INFORMATION**

NAME OF PERSON/DAYCARE SUPERVISING MY CHILD:
PHONE:
BUS # (If not known, must provide address below)
ADDRESS:

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

*Approved* \_\_\_\_\_ *Denied* \_\_\_\_\_

**NOTES:**

**Staff Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_ **School**    \_\_\_ **Drivers Copied**    \_\_\_ **File**

## **Transportation Policy: BUS PASS for Grades 1-5**

*Revision approved by school board 8-8-13*

***Board Policy has not changed regarding NO NOTES/BUS CHANGES for preK and kindergarten students. This remains the same.***

The 2013-14 Pre-Approval Bus Pass Policy is in place for Grades 1-5. The purpose is to reduce end of day confusion with bus changes and improve security and safety for all our students.

### ***Procedures are as follows:***

- Parents must submit the attached BUS PASS to the transportation office by 10:00 am the morning of the transportation change. Parents will be notified by 1:00 pm if request is approved or denied. DO NOT CALL SCHOOL OFFICE FOR INFORMATION. If you have questions call Transportation: 616-669-7757
- Submit ONLINE BUS PASS NOTE: <http://bit.ly/gr1-5buspass>
- Schools will be notified of the changes by 2 pm of the day of change.