## 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 Phone: 616-669-7757

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
<th>HOME ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE:</td>
<td>BUS#:</td>
</tr>
<tr>
<td>SCHOOL:</td>
<td>GRADE:</td>
</tr>
</tbody>
</table>

### 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:


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### Notes:


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**For Office Use Only**

Approved _____ Denied ______

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.