

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 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**

Hudsonville Public Schools Transportation 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:

1. 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
2. Paper copies of the Bus Pass downloaded here: www.hudsonville.k12.mi.us
 - Go to District Information, then Transportation.
 - Print and complete form.
 - Fax to Transportation 616-669-4876
 - Scan/email document Jane Bykerk. Email: jbykerk@hpseagles.net
3. Submit ONLINE BUS PASS NOTE: <http://bit.ly/gr1-5buspass>
4. Schools will be notified of the changes by 2 pm of the day of change.