



Request for Bus Stop Change

Name of Student: _____ Grade: _____

Home Address: _____ City: _____

Parent or Guardian _____

Telephone Numbers: Work _____ Home _____ Cell _____

Students School (circle one): Weston Borland Middle School High School

Request for Change in (circle one or both): A.M. bus stop P.M. bus stop

Address for New Bus Stop: _____

Contact Person at New Stop: _____

Telephone Numbers: Home _____ Cell _____

Reason for this Request (may use back of sheet): _____

Has a change in bus stops been previously requested during the 2022- 2023 school year?

Yes _____ No _____ Effective Date for Request _____

Signature of parent/guardian _____

Please allow two business days for the determination of this request

Approved Date: _____ Approved Designee: _____

Elementary students must be picked up and dropped off at the same bus stop each day of the week. The pick-up bus stop, however may be different than the drop-off bus stop. In the event of a genuine emergency (e.g., traffic accident, etc.), the building principal or designee may authorize a temporary change in the drop-off bus stop. **Once bus routes and stops are established in the fall, a permanent transfer to another route or bus stop for morning and/or afternoon drop-off will only be made upon the approval of the building or designee. Permanent transfer applications are available in the school office.**