

SOUTH LYON COMMUNITY SCHOOLS

**TRANSPORTATION SERVICES
REQUEST FOR DAYCARE BUSING**

Please fill out this form completely. Failure to do so will delay processing. Complete one form for each school. **Students may not change bus stops without notification of approval from the Transportation Department.**

PLEASE PRINT

DATE: _____ SCHOOL: _____

PRESENT RUN #: _____ STOP: _____

I hereby request permission and accept responsibility for my/our child(ren) listed below to be granted the following transportation change for pick up and/or delivery.

NAME OF STUDENT(S): _____

Grade

Grade

NAME OF PARENT/GUARDIAN: _____

HOME ADDRESS: _____

PHONE NUMBER WHERE YOU CAN BE REACHED DURING THE DAY: _____

REQUEST TRANSFER TO:

CAREGIVER'S NAME: _____ PHONE: _____

CAREGIVER'S ADDRESS: _____

PICK UP & DELIVERY: _____ PICK UP ONLY: _____ DELIVERY ONLY: _____

EFFECTIVE DATE: _____

PARENT'S SIGNATURE

The Transportation Department will use the following rules to base its decision to provide transportation from a daycare address:

- Approved daycare transportation depends on space availability.
- The daycare address must be within the school attendance boundary.
- The daycare stop must be the same for **all** five (5) days.
- The daycare location must be near an existing stop on the bus run.

***** THIS FORM IS TO BE FILLED OUT EACH SCHOOL YEAR. *****

Approved requests will cause your child's assignment to change to the daycare address. If your child should need to change back to the home stop, you must contact the Transportation Department three (3) days prior to riding from the different stop.

.....**FOR OFFICE USE ONLY**.....

ROUTE: _____ DRIVER: _____ RUN: _____ STOP: _____

TRANSFER APPROVED: _____ DATE: _____ EFFECTIVE: _____ AUTHORIZED BY: _____

RATIONALE/COMMENTS: _____

01/08 DISTRIBUTION: _____ 1. File _____ 2. Bus Driver _____ 3. School