



School Bus Change Request Form

* Note: School bus change requests will not be processed until after September 30 annually, once regular ridership has been determined.

Student Information - please print

Name: _____
Last Name First Name Middle

Grade: _____ School: _____

Residence(s): 1. _____
2. _____

School District 72 Parent(s)/Guardian(s) of Record: 1. _____
2. _____

Change Request:

Requestor Name: _____

Requestor Phone Number: _____ Date to Begin Requested Change: _____

Current School Bus Transportation (if currently taking a school bus):

Route Number		Bus Stop Location	Weekday (check as applicable)				
A.M.	P.M.		M	T	W	Th	F

Requested School Bus Transportation:

Route Number		Bus Stop Location	Weekday (check as applicable)				
A.M.	P.M.		M	T	W	Th	F

Reason for Request:

* I acknowledge that this request expires at the end of the current school year. A new school bus change request will be submitted next school year.

Signature of Parent(s)/Guardian(s):



School Bus Change Request Information

For School District 72 Use

Cross Boundary bussing request (Y/N)	
Requested change has no financial impact (Y/N - if Y, then provide estimated annual cost)	
Seating is available on bus to accommodate request (Y/N)	
Request will not increase the length of time other students will ride the bus (Y/N - if Y, provide additional time increase)	
Distance from requested bus stop location to nearest existing bus stop	
Requested bus stop location meets regulatory requirements (Y/N - if no, state statute)	
Requested bus stop location meets School District 72 transportation policy (Y/N - if no, state article)	

Proposed School Bus Transportation Solution:

Route Number		Bus Stop Location	Weekday (check as applicable)				
A.M.	P.M.		M	T	W	Th	F

Approving Signatures (if not approved, provide reason in comments):

Head Bus Driver	
Manager of Operations <i>(Required where financial impact or waiving School District 72 Transportation Policy & Regulation)</i>	
Assistant Superintendent <i>(Required for Cross Boundary bussing requests)</i>	
Director, Student Services <i>(Required for special needs busing requests)</i>	

Comments:

Head Bus Driver Notifications:

Date Requestor Notified	
Date School Administrator Notified	