

TRANSPORTATION CHANGE REQUEST FORM

This form is required to authorize a permanent change of transportation to and/or from a location within the district other than the student's primary living address. Please understand the Transportation Department will require a minimum 3 to 5 days upon receipt of this form for processing.

Future changes, including returning transportation to the student's primary address, can only be authorized by completing and submitting **this** form.

Submit this form to the webmail drop-box at transportationrequest@bscsd.org. If email is not an option, submit a printed form to the Transportation Department at 1458 Saratoga Rd, Ballston Spa. Submissions to any other District building will delay the time to process the request.

Please Note:

Bus passes are issued in emergency situations only.

The school office or Transportation Department may deny a request for a bus pass for any other reason.

The school district does not transport to a student's worksite for job purposes.

TO BE COMPLETED BY PARENT/GUARDIAN*(PLEASE PRINT)*

Student Name: _____ Grade: _____ School: _____

Home Address: _____ City: _____

Parent/Guardian: _____ Phone: (____) ____ - ____

I request that my student receive the transportation noted below beginning: ____ / ____ / ____
(please allow 3-5 days for processing)

My child requires (check all that apply):

☐ Pick up at home every morning **OR** ☐ Pick up at the address below every morning☐ Drop off at home every afternoon **OR** ☐ Drop off at the address below every afternoonMark here for Joint Custody: ☐

Provider's Name: _____ Phone: (____) ____ - ____

Street Address: _____ City: _____

☐ Describe schedule or Provide other comments:_____

I have read and understand the above guidelines, and have provided all requested information.

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

FOR TRANSPORTATION DEPARTMENT USE ONLY

Received by: _____ Date: ____ / ____ / ____

Processed by: _____ Date: ____ / ____ / ____

☐ School notified ☐ Driver notified ☐ Parent notified