



**PARENT BUS ROUTE CHANGE REQUEST FORM
TRANSPORTATION DEPARTMENT**

Parent Making Request: _____ Date of Request: _____

Requestor's Home Number: _____ Requestor's Mobile Number: _____

New Enrollment: Yes No

*Residency Change: Yes No * If yes, will need to submit a copy of a lease or deed to verify residency and utility bill in your name at that address

***New Proof of Residency – emailed/given to the building secretary**

1) I have emailed or provided a Deed or Lease in Parent's Name to the building secretary: Yes No

2) I have emailed or provided a utility bill in Parent's Name to the building secretary: Yes No

• Utility bill (gas, electric, water) or utility change of address

***If NO to # 1 , a bus change cannot be made - residency must be established prior to bus change**

***If NO to #2, a bus change can be made; however, parent should turn in utility bill within 2 weeks to building secretary**

*** If you have moved and are living with another family or there are other circumstances, please contact the building secretary as additional documentation will be necessary**

Student's Name: _____

Student #: _____ Grade: _____ School: _____

Student's Name: _____

Student #: _____ Grade: _____ School: _____

Student's Name: _____

Student #: _____ Grade: _____ School: _____

Student's Name: _____

Student #: _____ Grade: _____ School: _____

Student's Name: _____

Student #: _____ Grade: _____ School: _____

New Address: _____

New Daycare/Babysitter's Name: _____

New Daycare/Babysitter's Address: _____

New Daycare/Babysitter's Name & Phone #: _____

Check one: AM PM BOTH

Additional Notes/Comments:

Requested Transportation Change Date: _____

*Note: bus changes may take up to 3 working days to take effect

Send or email this form to your child's building secretary:

High School – Diane Hepner – dhepner@raiderweb.org

Middletown Area Middle School – Julie Barnes – jbarnes@raiderweb.org

Reid Elementary School – Sue Goss – sgoss@raiderweb.org

Kunkel Elementary School – Kristen Rios – krios@raiderweb.org

Fink Elementary School – Dana Handley – dhandley@raiderweb.org

For Internal Use:

Building Secretary - _____ - contacted transportation with Changes Date: _____
(name)