

**Redbank Valley School District Transportation Change Request Form**

Complete and Return to Anita Otero, Superintendent's Confidential Secretary, [Aotero@redbankvalley.net](mailto:Aotero@redbankvalley.net)

*\*Note: No changes will be made until this form is completed, including temporary changes. You must fill out one form for each new stop location. One student per form.\**

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School:  Primary  
 Intermediate  
 High School  
Student ID Number: \_\_\_\_\_ Classroom/Homeroom  
Teacher: \_\_\_\_\_

Current AM Transportation (Check one):  Bus (#\_\_\_\_)  Van(#\_\_\_\_)  Drop Off by Parent/Guardian  Walker

Current PM Transportation (Check one):  Bus (#\_\_\_\_)  Van(#\_\_\_\_)  Pick Up by Parent/Guardian  Walker

Change in Transportation is for:  AM  PM  Both AM & PM

Requested AM Transportation (Check one):  Bus  Van  Drop Off by Parent/Guardian  Walker

Requested PM Transportation (Check one):  Bus  Van  Pick Up by Parent/Guardian  Walker

Reason for Change:  No Adult Available  Custody  Move/Address Change  Babysitter/Daycare

Other (explain): \_\_\_\_\_

Additional Details: \_\_\_\_\_

*\*If request is to change bus/van stop or to put student on bus/van, please complete section below.\**

Address of New AM Stop/Location: \_\_\_\_\_

Possible Bus Number for New AM Stop/Location: \_\_\_\_\_

Name of Responsible Person at New AM Stop : \_\_\_\_\_

Phone Number for Responsible Person at New AM Stop: \_\_\_\_\_

Start Date for New AM Stop: \_\_\_\_/\_\_\_\_/\_\_\_\_

Additional Details: \_\_\_\_\_

Address of New PM Stop/Location: \_\_\_\_\_

Possible Bus Number for New PM Stop/Location: \_\_\_\_\_

Name of Responsible Person at New PM Stop: \_\_\_\_\_

Phone Number for Responsible Person at New PM Stop: \_\_\_\_\_

Start Date for New PM Stop: \_\_\_\_/\_\_\_\_/\_\_\_\_

Additional Details: \_\_\_\_\_

Person Making Request: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Received by Transportation Office: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by Signature: \_\_\_\_\_

Approved & Changes Made (Bussing Notified)  Denied: \_\_\_\_\_

Parent Guardian Notified: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed by: \_\_\_\_\_ Initial: \_\_\_\_\_

Copy Received by School Office: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by Signature: \_\_\_\_\_