



Annual Transportation Change Request Form

This is a one time form to be used to request that your child be picked up and/or dropped off at a bus stop other than the assigned home bus stop. Vandalia-Butler City Schools will only transport students to alternate locations for shared parenting or childcare whose address qualifies for transportation (daycare centers excluded). No other requests for alternate bus stops will be granted. One child per form please.

This request must be completed for each new school year. If a change is made during the school year, a new transportation request must be submitted and approved before the child is allowed to ride any other bus. Please complete one request for each child. The new request will void any previous transportation requests. Please check all information to make sure this is the schedule you want for your child. **Requests are contingent upon the availability of space on the affected bus. Requests could take up to five (5) days to complete.**

Please Note - When completing this form, the address for pick up and the address for drop off may be different, but MAY NOT BE CHANGED FROM DAY TO DAY.

School your child attends _____
Child's Name _____
Home Address _____
Home Phone Number _____
Cell or Work number _____

Provider Information

Provider's Name _____
Provider's Address _____
Provider's Phone Number _____

Pick Up- I am requesting that the above named child be picked up at the bus stop nearest to:

- A. Home Address
- B. Provider's Address

Return- I am requesting that the above named child be picked up at the stop nearest to:

- A. Home Address
- B. Provider's Address

Date requested for transportation to begin _____

Parent/Guardian Signature _____ Date _____

I understand that the following request is for five (5) consecutive days in a row.

Action by Transportation Department

Approved Bus Number _____ Bus Stop _____
Denied Reason _____
Date _____

Return to child's school or fax to Transportation Department at 937-415-6651