



**Waterloo Central School District
Transportation Department**

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REQUEST FOR TRANSPORTATION CHANGE

Student Info

Name:	Grade:
Home Address:	<input type="checkbox"/> Please Check Here if New Address

Parent/Guardian Info

Primary Contact Name:
Primary Contact Phone:
E-mail Address (Required for Communication):

All Changes

- Must be made by parent/legal guardian
- Must be in writing (no faxes/phone calls/emails)
- Must be in person
- Must be accompanied by valid photo id

Current AM Location

Current PM Location

New AM Location

Responsible Party Name (if other than home address)

Responsible Party Phone (if other than home address)

New PM Location

Responsible Party Name (if other than home address)

Responsible Party Phone (if other than home address)

Signature:

Date:

Please allow 5 business days for change

Office Use Only:		
Notification to Driver:	Routefinder Updated:	
Add to Bus # ____ AM / PM	Add To: Bus # ____ AM Rt / Bus # ____ PM Rt.	Parent Notified _____
Remove From Bus # ____ AM / PM	Remove From: Bus # ____ AM Rt / Bus # ____ PM Rt.	School Notified _____
Confirmed School Tools File is Correct: _____	Change Completed _____	Effective Date: _____