



# EXISTING STUDENT STATUS CHANGE FORM

## TRANSPORTATION PROGRAM

2018-2019

Change Requested: · Change Stop · Drop

Student Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Site: \_\_\_\_\_ Current Driver: \_\_\_\_\_ Route #: \_\_\_\_\_

Date Requested: \_\_\_\_\_ New Time: AM \_\_\_\_\_ MID \_\_\_\_\_ PM \_\_\_\_\_

Address of Existing Stop: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Address of New Stop: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Comments: \_\_\_\_\_

**Email to: [TranspoRequest@psesd.org](mailto:TranspoRequest@psesd.org)**

Call your router if you have any questions

**Loni Storm 253-778-7959**

**Or you may contact:**

Patty Sherrodd @ 253-778-7960

Changes can take up to 48 hours to be implemented.

You will be notified by your designated router when changes are scheduled to begin.

Site staff is responsible for notifying parents when changes have been confirmed.

Drivers will distribute "New Bus Time Forms" to all parents impacted by the change prior

Centers will be notified of parents who are not able to be notified- Centers will have to inform those parents.

### TRANSPORTATION OFFICE USE ONLY

Bus Stop Location: \_\_\_\_\_

Start Date: \_\_\_\_\_ RT# \_\_\_\_\_ Pick-up Time: \_\_\_\_\_ Drop-Off Time: \_\_\_\_\_ STID: \_\_\_\_\_

Student Routed:  Yes  No FSS Notified:  Yes  No Driver Notified:  Yes  No