



101 E 200 N • Heber City, UT 84032 • 435.654.0280

TRANSPORTATION CHANGE REQUEST FORM

While transporting students to and from school, your child's safety is our first priority. To ensure each child is picked up and dropped off at the correct location, we are asking all families to adhere to our district administrative guidelines. We will accept Transportation Change Requests only for changes to childcare arrangements and emergencies. We will not provide changes for transportation to a friend's home, sleepovers, parties, athletic practices, piano practice or other social related reasons. See Transportation Procedures in Wasatch County School District policies:

<http://www.wasatch.edu/cms/lib/UT01000315/Centricity/Domain/5/Article%20III%20Transportation%20Procedures.pdf>

When a temporary transportation change is needed, please complete this form, including your signature, and deliver it to your child's school office AT LEAST TWO DAYS BEFORE THE NEEDED CHANGE. The request will be reviewed by both the principal and transportation for meeting district policy and safety requirements. An Approval or Denial will be communicated to the parent. Approved changes do NOT continue from one school year to the next.

Today's Date: _____ Parent/Guardian Name: _____

Student's Name: _____

School (Circle one): WHS RMMS TMS HVE JRS MES OME DCE Grade: _____ Teacher: _____

Student's Home Address: _____
Street City ZIP

Mother's Cell #: _____ Work #: _____ Father's Cell #: _____ Work #: _____

REMINDER: We will not provide changes for transportation to a friend's home, sleepovers, parties, athletic practices, piano, or other social related reasons.

- I am requesting a ONE-TIME BUS CHANGE I am requesting a PERMANENT BUS CHANGE
- Change effective from _____ to _____ (AM, PM or BOTH AM/PM)
DATE DATE
 - Change from this address _____
to this address _____.
 - Reason: (Please explain) _____
_____.

Parent/Guardian Signature: _____ Date: _____

Principal Signature*: _____ Recommendation: Approve Deny

**Principal may give recommendation only. District Admin and/or Transportation make final approval/denial. Policy will be followed, acknowledging that SAFETY IS ALWAYS FIRST! Principal will contact parent with approval/denial decision.*

Notes: _____

TRANSPORTATION DEPT USE ONLY

BUS# ROUTE# ST# START DATE

CONSULTATION WITH SCHOOL: DATE _____

SCHOOL USE ONLY

PRINCIPAL CONTACTED PARENT WITH DECISION (CIRCLE ONE): APPROVED DENIED DATE _____