

**REYNOLDS SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
BUS STOP / ADDRESS CHANGE REQUEST**

All students are assigned to a specific bus and bus stop. The child may be picked up at one location and dropped off at a different location, but this must be done on an everyday basis. Valid reasons for a change in bus assignments include a family move within the district, a change in child care, and unforeseen emergencies (e.g. death in family, hospitalization of family member). Transportation is provided for students living within the limits of the Reynolds School District and a change in bus assignments must be on an established bus route.

I request the following change in transportation arrangements for my child(ren):

		Old Bus *	New Bus *
Student(s):	Grade		
Name: _____	_____	_____	_____
Name: _____	_____	_____	_____
Name: _____	_____	_____	_____
* School Use			

Parent/Guardian: _____

Current Address: _____

Phone: _____

Reason for Change: _____

Address for New Bus Stop: _____

Contact Name: _____ Contact Phone: _____

Effective Date(s): Starting: ___/___/___ Ending: ___/___/___ or Permanent _____

Bus Times: AM _____ PM _____ Both _____

Parent/Guardian Signature: _____ Date: ___/___/___

Approval Signature: _____ Date: ___/___/___