

# K-5 Metamora Grade School Change Form Request For Transportation

For the safety and security of all students riding buses/vehicles to and from school or if there is a different means of transportation according to their day pattern, we require that any changes to the daily routine be made in writing by the parent/guardian and given to the homeroom teacher/bus transportation director or emailed to them by the beginning on the day (before 8:45 am) or one day in advance, excluding weekends.

TRANSPORTATION NOTE School: Metamora Grade School

Today's Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

Grade/Homeroom: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Bus Number: \_\_\_\_\_ if applicable

CHANGE TRANSPORTATION ON\_ (DATE) \_\_\_\_\_ TO:

\_\_\_\_ To Ride Bus home and not stay after school for activity as Latchkey or \_\_\_\_\_

\_\_\_\_ To Ride Bus and not attend the after school activity \_\_\_\_\_

\_\_\_\_ To be a Car Rider with Parent or \_\_\_\_\_ (circle) using the front or the back door

\_\_\_\_ To go to Latchkey or other after school activity \_\_\_\_\_

\_\_\_\_ To be a walker- (circle) using the front or the back door

\_\_\_\_ Picked up early \_\_\_\_\_ (Time)

\_\_\_\_ Other

Reason for change in daily routine:

Parent/Guardian Signature: \_\_\_\_\_

Parent /Guardian Name:

Cell Phone Number \_\_\_\_\_ Email: \_\_\_\_\_

Date Form Received: \_\_\_\_\_

Request Approved: \_\_\_\_\_

Request Denied: \_\_\_\_\_ Office/Teacher \_\_\_\_\_

Signature: \_\_\_\_\_ \*You will be called or emailed if the Request is Denied