

SPRINGBORO COMMUNITY SCHOOLS

REQUEST FOR CHANGE IN TRANSPORTATION

(This form should NOT be utilized for Change of Address)

This form must be completed NO LATER THAN JULY 28th, 2021 in order to be effective on the first day of school. All changes after this date will be processed as soon as possible. You will be notified once the change has been made. All school personnel involved will be notified; however, students and parents will be responsible for the on-time boarding and/or unloading of the bus. Please complete **ONE FORM PER STUDENT** and no student will have more than **one address** for pick-up and/or drop-off.

****NOTE:**

IF YOU ARE USING AN ALTERNATE ADDRESS FOR YOUR STUDENT'S BUS STOP, THIS WILL BE THE ONLY ADDRESS USED FOR PICK UP AND DROP OFF. YOU WILL FORFEIT YOUR HOME ADDRESS AS A BUS STOP.

Please print all information.

Name of Student: _____ Student's Date of Birth: _____

Student's School of Attendance: _____ Grade: _____

Home Address of Student: _____

City: _____ Zip: _____ Home Contact Number: _____

Mother's Name: _____ Mother's Contact Number: _____

Mother's Email Address: _____

Father's Name: _____ Father's Contact Number: _____

Father's Email Address: _____

ALTERNATE INFORMATION:

Alternate Address: _____

Alternate Contact Name: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

You may FAX this form to 937-748-6019 or email to: mpalmer@springboro.org or ksacha@springboro.org

***PLEASE NOTE:** All Changes in Transportation must be approved by the Transportation Department prior to transportation being changed from student's home address. When approved, Transportation will notify parents and school of the new bus information. This form is valid for the CURRENT school year only. A new form has to be filled out each year.