

FAIRFIELD TOWNSHIP SCHOOL DISTRICT BUS STOP CHANGE REQUEST FORM



The Fairfield Township School District realizes the importance of families needing to make bus change requests to and/or from school for childcare purposes, but wants to be sure that the safety of our children comes first. We feel that providing our students with a clear and consistent bus routine is the best way to ensure that our staff and drivers are correctly assisting those students riding a bus to arrive at their proper destination. With that in mind, the Fairfield Township Board of Education has approved the following procedure concerning requests to change a child's bus stop.

Requests to change that bus stop for a child's AM pickup and/or PM drop off must be submitted on this form. Any changes for a bus stop must be the same stop 5 days a week for either AM or PM.

Parents will receive a notification date when the bus change request will take effect. If a request cannot be honored due to a bus being too full, an unsafe stop location, etc., you will be notified via a phone call.

Student Name: _____ Grade: _____ Teacher: _____

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REASON FOR CHANGE: DID YOU MOVE? YES OR NO / CHILDCARE? YES OR NO

Circle one: AM Change PM Change or BOTH (AM & PM)

Current AM Pick-Up Address: _____ City: _____

New AM Pick-Up Address: _____ City: _____

Current PM Drop-off Address: _____ City: _____

New PM Drop-off Address: _____ City: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

Home Phone: _____ Cell: _____ Work: _____

You will receive a written notice when the bus pass is available.

Office Use Only:

Date Received: _____

Change Effective: _____