



# Transportation Request and Change Form

If your child is a new student who will become an active bus rider, or if you have changes regarding daycare use, home address, or phone number, please complete this form.

Any change to your child’s pick-up or drop-off location requires a parent or guardian to sign and indicate the requested date.

Each student is allowed one bus stop for the AM and one bus stop for the PM. Parents are responsible for their own temporary arrangements.

### Please keep your child’s transportation record current.

Student’s Name (Please Print): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_  Male  Female

Parent/Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

- Morning transportation:**
- Parent transports to school
  - Student gets picked up at home
  - Student gets picked up at daycare/alternate address  
(Must be the same every day, fill in daycare info below)

- Afternoon transportation:**
- Parent transports from school
  - Student gets dropped off at home
  - Student gets dropped off at daycare/alternate address  
(Must be the same every day, fill in daycare info below)

### Day Care/Alternate Information (If applicable):

Daycare provider’s name: \_\_\_\_\_ Daycare Phone Number: \_\_\_\_\_

Daycare Address: \_\_\_\_\_

**\*\*\*\*Note that change requests require 48 hours for processing\*\*\*\***

**You will receive schedule information following processing.**

**Students should be at their bus stop 5 minutes prior to designated times.**

Today’s Date: \_\_\_\_\_ Date for request to start: \_\_\_\_\_

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

Return to: Routing Department, MTN  
1306 10th Street North  
Sauk Rapids, MN 56379

or [transportation@isd47.org](mailto:transportation@isd47.org)