

PALISADES SCHOOL DISTRICT **BUS STOP EXCEPTION REQUEST FORM**

In accordance with state regulations and Palisades School District Transportation procedures, bus stop exception requests may be approved for before and after school care and in cases of shared custody. All such requests for bus stop exceptions must be submitted in writing on this form and must be approved by the Building Principal, Transportation Director and in some cases, the Superintendent of Schools. The alternate stop requested must occur within the district boundaries and along established routes in the correct attendance area of the school. It cannot create a bus overload. Requests for changes cannot be approved for student employment, medical appointments, religious instruction, scouts, play dates or any no-school activity not related to student's safety.

FOR A REQUEST TO BE CONSIDERED THE FOLLOWING INFORMATION MUST BE PROVIDED:

Student Information

Name _____
 School Building _____
 Grade _____
 Regular AM Bus# _____ PM Bus# _____
 Regular Bus Stop Location _____

Parent/Guardian Information

Name _____
 Address _____

 Home Phone# _____
 Work Phone# _____
 Mobile Phone# _____
 Email address _____

Exception Request Information

Before School Childcare

MUST BE A FULL WEEK- MONDAY THROUGH FRIDAY Start Date _____

Caregiver Name _____ Caregiver Phone# _____
 Caregiver Address _____

After School Childcare

MUST BE A FULL WEEK- MONDAY THROUGH FRIDAY Start Date _____

Caregiver Name _____ Caregiver Phone# _____
 Caregiver Address _____

Shared Custody

Mon AM _____ Tues AM _____ Wed AM _____ Thurs AM _____ Fri AM _____ Start Date _____
 Mon PM _____ Tues PM _____ Wed PM _____ Thurs PM _____ Fri AM _____

Parent/Guardian Name _____ Parent/Guardian Phone# _____
 Parent/Guardian Address _____

Bus Stop Exception Request Submitted by: Parent/Guardian Signature _____ Date _____
 Parent/Guardian Printed Name _____

PLEASE NOTE: THIS FORM IS VALID FOR THE CURRENT SCHOOL YEAR ONLY

- 1. Parent- Submit signed completed Bus Stop Exception Request Form to Building Secretary**
2. The Building Principal will forward to the Transportation Director
3. The Transportation Director will notify the school of approval status/notify the bus drivers. (Allow a minimum of two (2) days, from the Transportation Director's receipt of request, for approved changes to begin.)
4. The School Building will notify the parent of status and bus arrangements

ADMINISTRATIVE USE ONLY

____ Approved ____ Denied
 Building Principal signature _____
 Date _____

____ Approved ____ Denied
 Transportation Director signature _____
 Date _____

TRANSPORTATION OFFICE USE ONLY

____ Request Approved ____ Request Denied
 Bus Assignments:
 AM-Bus# _____
 Location _____
 PM-Bus# _____
 Location _____
 State Date _____ End Date _____