



DALLASTOWN AREA SCHOOL DISTRICT

700 New School Lane
Dallastown, PA 17313-9242
(717) 244-4021 Telephone
(866) 373-4468 Facsimile

Transportation Office

Bus Stop Change Request Form

- NEW (REQUESTED STARTING DATE OF CHANGE: _____)
- RENEWAL FROM PREVIOUS SCHOOL YEAR

Student Information:

Name: _____ Date of Birth: _____
 Grade: _____ School Building: _____
 Address: _____ Apartment _____
 City: _____ State: _____ Zip: _____

Parent/Guardian Information:

Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

REQUESTED TRANSPORTATION CHANGE (please select one below)

- Due to Childcare** (must be Monday through Friday arrangement)

A.M. REQUEST (PICK-UP)

Childcare Name: _____
 Address: _____
 City/State/Zip: _____

P.M. REQUEST (DROP-OFF)

Childcare Name: _____
 Address: _____
 City/State/Zip: _____

- Due to Current Court-Approved Custody Order or Written Agreement Granting Shared Physical Custody** (a copy of the order and/or agreement has been provided along with this form or has been filed with the school office).

- Week-on/Week-off**

Week 1

A.M. REQUEST (PICK-UP)

Parent/Guardian 1 Name: _____
 Address: _____
 City/State/Zip: _____

P.M. REQUEST (DROP-OFF)

Parent/Guardian 1 Name: _____
 Address: _____
 City/State/Zip: _____

Week 2

A.M. REQUEST (PICK-UP)

Parent/Guardian 2 Name: _____
 Address: _____
 City/State/Zip: _____

P.M. REQUEST (DROP-OFF)

Parent/Guardian 2 Name: _____
 Address: _____
 City/State/Zip: _____

- Other** (Provide a written description)

BUS STOP CHANGE REQUEST PROCEDURES

Bus routes are created based upon the student's address of record. **A student who is being picked up or dropped off somewhere other than their home address on a daily basis due to childcare or a current court-approved custody order or written agreement between the parents (which has been signed by both of them and notarized) granting shared physical custody must request a bus stop change.** A further description of procedures with regard to bus stops can be found in Administrative Regulation 810 which is included in the School Board Policy Manual for the district. DASD will approve such requests only as long as the following criteria are met:

- The parent(s)/guardian(s) of the student do not reside together but both reside in the District.
- There is in place a current court-approved custody order or written agreement between the parents (which has been signed by both of them and notarized) granting shared physical custody.
- The scheduled bus stop must be consistent with the court-ordered custody agreement.
- A change of bus stop for K-3 elementary students must be in the attendance boundary for the K-3 elementary school that the student is attending.

If criteria are met, both parents/guardians must complete the "Bus Stop Change Request Form" and submit the form along with appropriate documentation. The request must be authorized and signed by both parent(s)/guardian(s) each year.

- **Bus stop change requests must be submitted annually to the school district Transportation office.**
- **Bus stop changes do not renew.**
- **Requests must be received by July 31 each year to be effective on the first day of school.**

The Transportation Office will communicate the decision and effective date if applicable.

By signing below, I certify that I have read through the above information and that I will notify the Transportation Office if the information provided on this form changes or no longer applies. I also understand that I will be notified of approval or denial via phone call or email within 7 days of my request. Any approval will also include an effective start date.

Parent/Guardian 1 Signature: _____

Date: _____

Parent/Guardian 2 Signature: _____

Date: _____

(A second signature is only needed in transportation requests related to custody agreement)

For Office Use Only: APPROVED

DENIED due to _____

Signature of Authorized Office Staff: _____

Date: _____