

# First Student

Transportation for Euclid City Schools

## Annual Transportation Change Request Form

This is a one time form to be used to request that your child be picked up and/or dropped off at a bus stop other than the assigned home bus stop. Euclid City Schools will only transport students to alternate locations for shared parenting or childcare whose address qualifies for transportation (daycare centers excluded). No other request for alternate bus stops will be granted. One child per form please.

This request must be completed for each new school year. If a change is made during the school year, a new transportation request form must be submitted and approved before the child is allowed to ride any other bus. Please complete one request for each child. The new request will void any previous transportation request. Please check all information to make sure this is the schedule you want for your child. **Requests are contingent upon the availability of space on the affected bus. Requests could take up to five days (5) to complete.**

**Please note-When completing this form, the address for pick up and the address for drop off may be different, but MAY NOT BE CHANGED FROM DAY TO DAY.**

School your child attends \_\_\_\_\_  
Child's Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone Number \_\_\_\_\_  
Cell or Work Number \_\_\_\_\_

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### PROVIDER INFORMATION

Provider's Name \_\_\_\_\_  
Provider's Address \_\_\_\_\_  
Provider's Phone Number \_\_\_\_\_

Pick Up- I am requesting that the above named child be picked up at the bus stop nearest to:

- A. Home Address
- B. Provider's Address

Return-I am requesting that the above named child be dropped off at the stop nearest to:

- A. Home Address
- B. Provider's Address

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that the following request is for five (5) consecutive days in a row.

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### Action by Transportation Department

Approved \_\_\_\_\_ Bus Stop \_\_\_\_\_  
Route Number \_\_\_\_\_  
Denied \_\_\_\_\_ Reason \_\_\_\_\_

Date \_\_\_\_\_

Return to First Student Transportation or fax to 216 – 731 – 0373