

**TRANSPORTATION DEPARTMENT**

3880 Ridge Road, Medina, Ohio 44256

Phone: 330-239-1901

Akron: 330-686-1901

Cleveland/Hinckley: 330-278-2727

*www.highlandschools.org*



*a legacy of excellence*

**Temporary Change -- Bus Request Form**

*This form is to be utilized when your child temporarily needs to ride a different bus other than his/her assigned bus.*

Date: \_\_\_\_\_ School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Township: \_\_\_\_\_ Phone: \_\_\_\_\_

Bus # that Student is Assigned to Ride: \_\_\_\_\_

Bus # that Student is Granted Permission to Ride: \_\_\_\_\_

Location of Drop-off: \_\_\_\_\_

Date Change is to be Made: Start: \_\_\_\_\_ to End: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Signature of Transportation Supervisor: \_\_\_\_\_

***Parent/Guardian: Please return completed form to your child's school office. Thank you!***