

BUS REQUEST FORM

MUST BE COMPLETED YEARLY FOR CURRENT STUDENTS

This form must be completed at the **beginning of each school year** and returned to the School Office. Requests for new students or address changes will be processed by the Transportation Department and the parent/guardian will be notified of the stop location, bus number, and pick-up and drop-off times. *Per Bridgman's bus transportation policy, all other requests for changes will be processed and a decision will be made in 3-5 days.*

Reminder: All bus riders need to be at their bus stop five minutes prior to their bus pickup time and remain at the bus stop at least five minutes after scheduled pickup time.

New Student Address Change Other (explain) _____

Today's Date: _____ Date(s) Change Needed: _____

Student's Name: _____ School: _____ Grade or Teacher: _____

Student's Name: _____ School: _____ Grade or Teacher: _____

Old Address: _____ New Address: _____

Parent/Guardian Name: _____ Contact Phone Number: _____

Day	A.M. Student Address	Bus # Completed by Transportation
Mon		
Tues		
Wed		
Thurs		
Fri		

Day	P.M. Student Address	Bus # Completed by Transportation
Mon		
Tues		
Wed		
Thurs		
Fri		

Bridgman Elementary School Students only

Day	BES Outside Car Rider (Name of Driver)	Will this student be Walking To and From School?
Mon		<input type="checkbox"/> Yes <input type="checkbox"/> No
Tues		<input type="checkbox"/> Yes <input type="checkbox"/> No
Wed		<input type="checkbox"/> Yes <input type="checkbox"/> No
Thurs		<input type="checkbox"/> Yes <input type="checkbox"/> No
Fri		<input type="checkbox"/> Yes <input type="checkbox"/> No