



TRANSPORTATION DEPARTMENT
BUS STOP CHANGE REQUEST

This form is NOT to be used if you are moving or your child is going to a child care provider.
(If you are moving, contact your child's school. If you are using a child care provider please fill out a custodial care form.)

Date School Grade

(PLEASE PRINT)

Student(s) Name

Home Address Home Phone

Parent/Guardian Name Cell Phone

Requesting stop change for: Pick Up ONLY Drop Off ONLY Pick Up & Drop Off

Current Bus Number: AM PM

Assigned Bus Stop Location

Requested New Bus Stop Location

Reason for this request

Please note: Bus stop change requests will not be considered until after October 1st. Your child must continue to use his/her assigned bus stop until notified, by the Transportation Department, of a change in bus stop location. Drivers are not authorized to make stop changes.

Parent/Guardian Signature

Return completed and signed form to: Westlake City Schools
Transportation Department
1097 Bassett Road
Westlake, OH 44145

\*\*\*\*\*

TRANSPORTATION DEPARTMENT USE ONLY

Date Received Approved Disapproved

Rationale

Start date (if applicable) Director's initials

Driver(s) notified Parent(s) notified School notified