



## ALTERNATE BUS STOP REQUEST

This form is to be used if you are requesting a pick up or drop off other than your student's current assigned bus stop.

<b>Student(s) Name</b>	<b>School</b>	<b>Grade</b>	<b>Date</b>
<b>Home Address</b>	<b>City</b>	<b>Zip Code</b>	<b>Home Phone</b>
<b>Parent Name</b>	<b>Email Address</b>	<b>Cell Phone</b>	<b>Work Phone</b>

<b>AM Alternate Address</b>	<b>DAYS USED (Please Circle)</b>  <b>M T W Th F</b>	<b>Name and Phone</b>
<b>PM Alternate Address</b>	<b>DAYS USED (Please Circle)</b>  <b>M T W Th F</b>	<b>Name and Phone</b>
<b>Reason for Request</b>		

The Transportation Department will review requests based on board policy and established guidelines. BUS STOP may be at a different location from the alternate address.

*All requests will be responded to either in writing or with a phone call within 10 days of receipt of this form.*

FOR TRANSPORTATION USE ONLY					
<input type="radio"/> <b>Accepted</b>	<b>Date:</b>	<b>Initials:</b>	<input type="radio"/> <b>Denied</b>	<b>Date:</b>	<b>Initials:</b>
<b>BUS #</b>	<b>BUS STOP:</b>		<b>Reason Denied</b>		
<b>Other Information</b>					

PLEASE RETURN FORM VIA ONE OF THE FOLLOWING OPTIONS:

EMAIL: [Kelly.fulk@oxfordschools.org](mailto:Kelly.fulk@oxfordschools.org)  
[ann.weeden@oxfordschools.org](mailto:ann.weeden@oxfordschools.org)

MAIL: Oxford Community Schools, ATT: Transportation Dept, 10 N. Washington St, Oxford, Michigan 48371

DROP OFF FORM: Oxford Community Schools, Transportation Department, 1500 Lakeville Road, Oxford, Michigan 48371