

**Holbrook Public Schools**  
**Transportation Change Request Form**

File: EEA-E

Grades:   K-12   School Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

I hereby request my child be **PICKED UP** for the purpose of day-care/baby-sitter services at the following address:

Name (of day-care/babysitter) \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

I hereby request my child be **DROPPED OFF** for the purpose of day-care/baby-sitter services at the following address:

Name (of day-care/babysitter) \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

This request **MUST** meet the following criteria:

1. This **MUST BE** on a daily basis, Monday - Friday, to the home of a day-care provider of baby-sitter.
2. The day-care provider's home meets the bus transportation limits as defined by the busing policy of the Holbrook Public Schools.
3. A bus route is available in that area.
4. Space on the bus is available.
5. The request is submitted in writing and includes the name and address of the day-care provider or babysitter.
6. This request must be submitted one week prior to the start of the school year.

**THIS FORM MUST BE FILED AND APPROVED ANNUALLY**

\_\_\_\_\_  
Signature of Parent/Guardian Date

\_\_\_\_\_  
Approved (Principal) Not Approved (Principal)

\_\_\_\_\_  
Date Date

-----**For Office Use Only**-----

Current Bus # \_\_\_\_\_ New Bus # \_\_\_\_\_ Teacher \_\_\_\_\_

Approved: \_\_\_\_\_

Amended: October 12, 2017