

# Freeport, Parochial and Dakota Transportation Request Form

***If your student has moved, you MUST provide proof of new residency to the Enrollment office before this form can be processed.***

## 1. Date of change:

Please write the date you would like the change to start: \_\_\_\_\_

*Changes take 1 - 2 days to process changes*

*Example: 03/23/2023*

## 2. Child's information:

Child's Legal Name: \_\_\_\_\_  
*Last Name First Name Middle initial*

Home address: \_\_\_\_\_  
*Street Address City*

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

*If student is pre-k please indicate if they are in the morning or afternoon session*



**Going-to** School Pickup address: \_\_\_\_\_  
*Street Address City*



**After School** Drop-off address: \_\_\_\_\_  
*Street Address City*

## 3. Parent/Guardian Information:

Parent/Guardian Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number #1: \_\_\_\_\_  
*10 digit numbers only*

**\*Only fill out if picking up or dropping off at a childcare provider address**

Childcare Provider: \_\_\_\_\_  
*Last Name First Name*

Provider Phone Number: \_\_\_\_\_





**Different day schedule and bussing guideline information on back of this form**

## 4. Guidelines to keep in mind while filling out the request form:

- **Pick up** and **drop off** locations **must be within homeschool boundary** with exceptions as outlined by school board policy.  
*(for example: preschool, special needs busing, HAPP).*
- For the **safety of the student, no one-day changes are allowed**; the same is true for all students including special needs, preschool, etc.
- **Changes take between 24-48 hours** once Transportation Request Form is turned in.
  - Parent/guardian will be notified of effective date once busing request has been completed.
  - New bus pass will be given to the driver to then be given to the student.
  - Schools are also notified of busing changes from the Transportation Department.

## 5. Different Day Schedule:

*If address is the same as every normal day, please write N/A*

<b>Week Day:</b>	  <b>Going-to School Pickup address:</b>	  <b>After School Drop-off address:</b>
<b>Monday:</b>	_____	_____
<b>Tuesday:</b>	_____	_____
<b>Wednesday:</b>	_____	_____
<b>Thursday:</b>	_____	_____
<b>Friday:</b>	_____	_____

When school is let out early where will your child be dropped off?

\_\_\_\_\_

*Street Address* *City*

**Parent/Guardian Signature** 

**Date:**

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