# HENRICO COUNTY PUPIL TRANSPORTATION
# SCHOOL BUS REQUEST

Complete sections 1 and 2 for all requests. Complete sections 3, 4, & 5 if related to your request. The school will forward your request to the Transportation Department upon completion. Transportation will notify the parent(s) when request has been processed. Requests may take up to five working days to complete.

*Stops are not subject to relocation except for safety concerns determined by the Pupil Transportation Department, County Traffic Engineer and /or the County Division of Police. School Board policy sets acceptable distances to stops at .30/mile – elementary and .50/mile – middle and high school.*

**1. Check all that apply**: ___ New Student ___Change in pick up or drop off location

___ Change of address ___ Review of current bus stop

___ Other: _____

**2. Student Information**

School: _____ Date of Request:_____

Child's Legal Name: _____ Grade: _____

Parent/Legal Guardian's full name: _____

Street Address: _____ City: _____ Zip: _____

Phone (H): _____ (W): _____ (C): _____

**3. Current Bus Information (if known)**

Current bus #: _____ Stop location: _____

**4. Alternate Pickup/Drop off location**

Street Address: _____

Check one: ____AM ____ PM ____ Both Parent's Signature: _____

**5. Your Request/Concerns**

_____

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**Information for Schools**

**<u>New Student/Change of address</u>: Student information must be entered into PowerSchool prior to sending to transportation for processing.**

**Fax (226-5576) <u>or</u> pony requests to Pupil Transportation. Please do not do both.**