



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

Information for Schools

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

Fax (226-5576) or pony requests to Pupil Transportation. Please do not do both.