

# Change of Transportation

Fill out this form only if your child's bus stop is different from home address (*ie. daycare*)



**TRANSPORTATION OFFICE**  
 Independent School District #831  
 Forest Lake, MN 55025  
**CHANGE IN STUDENT PICK-UP/ TAKE-HOME**

STUDENT NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_ K+ / Red Day / Blue Day

REASON FOR CHANGE: \_\_\_\_\_

REQUESTED EFFECTIVE DATE: \_\_\_\_\_

<p><b>CURRENT PICK-UP</b>                      <b>BUS #</b> <input style="width: 40px; height: 40px; border: 1px solid black; border-radius: 50%; vertical-align: middle;" type="text"/></p> <p><b>STOP LOCATION:</b> _____ <span style="float: right; font-size: small;">OFFICE USE</span></p> <p>NAME: _____</p> <p>ADDRESS: _____</p> <p>PHONE #: _____</p> <p style="text-align: center; font-size: small;">M      T      W      TH      F</p> <p>MISC. INFORMATION: _____</p>	<p><b>CURRENT TAKE-HOME BUS #</b> <input style="width: 40px; height: 40px; border: 1px solid black; border-radius: 50%; vertical-align: middle;" type="text"/></p> <p><b>STOP LOCATION:</b> _____ <span style="float: right; font-size: small;">OFFICE USE</span></p> <p>NAME: _____</p> <p>ADDRESS: _____</p> <p>PHONE #: _____</p> <p style="text-align: center; font-size: small;">M      T      W      TH      F</p> <p>MISC. INFORMATION: _____</p>
<p><b>REQUESTED PICK-UP</b>                      <b>BUS #</b> <input style="width: 40px; height: 40px; border: 1px solid black; border-radius: 50%; vertical-align: middle;" type="text"/></p> <p><b>STOP LOCATION:</b> _____ <span style="float: right; font-size: small;">OFFICE USE</span></p> <p>NAME: _____</p> <p>ADDRESS: _____</p> <p>PHONE #: _____</p> <p style="text-align: center; font-size: small;">M      T      W      TH      F</p> <p>MISC. INFORMATION: _____</p>	<p><b>REQUESTED TAKE-HOME BUS #</b> <input style="width: 40px; height: 40px; border: 1px solid black; border-radius: 50%; vertical-align: middle;" type="text"/></p> <p><b>STOP LOCATION:</b> _____ <span style="float: right; font-size: small;">OFFICE USE</span></p> <p>NAME: _____</p> <p>ADDRESS: _____</p> <p>PHONE #: _____</p> <p style="text-align: center; font-size: small;">M      T      W      TH      F</p> <p>MISC. INFORMATION: _____</p>

PARENT SIGNATURE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**RETURN SIGNED FORM TO SCHOOL PRINCIPAL**

**PLEASE NOTE:** Transportation will not be provided until a completed form, signed by the School Principal, has been received by the Transportation Office. **Three business days may be required for approval and processing.**

OFFICE USE ONLY

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- Copies to: Principal  
 Transportation Office  
 Bus Driver  
 Parent