

# Olentangy Local Schools Transportation Request Form

This form is to be used for newly enrolled public school students, students whose address used for transportation purposes is different than their home address, those withdrawing from school, or those requesting a change to an existing bus stop. The completed form (**1 per child**) can be faxed to 740-657-4095. Please send the original form to the transportation office at 3580 Home Rd, Powell OH 43065 or to the bus driver after it has been signed by the parent. The school can issue a bus pass if the student needs to ride the "new bus" before this form can be signed by the parent and processed in the transportation office.

New Student    Transfer within district    Change of information    Withdrawal

School: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Student #: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: \_\_\_\_ Grade: \_\_\_\_

Home Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

If moving, new address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City/Zip: \_\_\_\_\_ Subdivision (if applicable): \_\_\_\_\_

Existing Board Approved Stop (if known):      AM Stop: \_\_\_\_\_

PM Stop: \_\_\_\_\_

Mother's Name (Please print): \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Father's Name (Please print): \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Is the change in bus stop for (check one):   Pick-up?: \_\_\_\_   Drop-off?: \_\_\_\_   or Both?: \_\_\_\_

Pick-Up Address used to determine closest established bus stop:

(If different from home address): \_\_\_\_\_

Drop-off Address used to determine closest established bus stop:

(If different from home address): \_\_\_\_\_

**Kindergarten Students ONLY:** Is this student a M/W (a.m.) \_\_\_\_ or T/TH (p.m.) \_\_\_\_ kindergarten student?

*The parent's signature below indicating the parent's initial request for school transportation, or knowledge and consent that a change of bus stop take place is mandatory before the request can be "permanently" put into effect.*

**Parent/Guardian Signature:** \_\_\_\_\_

Signature Required