

Bellbrook-Sugarcreek Schools

Student Transportation Information

FORM: T-0170 (rev. 11/2016) To be used to request a temporary or permanent change to transportation needs of students.

Please print all current information New Student Moved/New Address

School: Sugarcreek Ed. Center; Stephen Bell; Bell Creek; Bellbrook MS; Bellbrook HS

(If Preschool Student, is s/he attending AM or PM?)

STUDENT NAME _____ Grade _____ ID# _____ D.O.B. _____

Current address _____

street city zip

New Address _____ Date To Be In _____

street city zip

Parent/Guardian _____ RELATIONSHIP TO CHILD _____

Home phone: _____ Cell: _____ Work phone: _____

Parent/Guardian _____ RELATIONSHIP TO CHILD _____

Home phone: _____ Cell: _____ Work phone: _____

Emergency Contact (in case parent can't be reached) _____ Relationship _____

Home phone: _____ Cell: _____ Work phone: _____

Bus Request (check all that apply) To School From School

ADDITIONAL INFORMATION: Daycare Sitter Effective date(s) _____

- Daycare Name _____
- Responsible Person _____
- Address _____
- Phone # _____ Work _____ Cell _____
- Phone # _____ Work _____ Cell _____

Check all that apply To School From School Circle days: M T W Th F

(AM Address MUST BE CONSISTENT Monday - Friday and PM Address MUST BE CONSISTENT Monday – Fri)

Date of Request

Signature – Parent/Guardian

- Use a separate form for each student.
- Requests must be submitted 48 hours prior (not including weekends and non-school days).
- You will be notified if your request has NOT been approved.
- NO phone calls will be accepted for changes. Form must be submitted.
- Changes in student transportation will NOT be approved for play dates/social functions/school projects.

Transportation Approval: _____ Date given to driver: _____ Confirmation returned to school: _____

BUILDING: Include copy of student contact page & submit both to Transportation Department