

Burnt Hills-Ballston Lake CSD – TRANSPORTATION REQUEST FORM
Request for Change of Pick Up or Dismissal Point other than Home Address
 Complete and Return to Main Office of school student attends by July 17 or after Sept. 21, 2009
 (Exception: by July 3, 2009 for kindergarten student)
Board Policy States: Only one additional location can be used other than home

Student _____
 Last Name First Name

Teacher _____

Circle Grade KA KP 1 2 3 4 5
 6 7 8 9 10 11 12

School _____

Parent _____
 Last Name First Name

Home Phone _____

Home Address _____

Work Phone _____

Cell Phone _____

Please check appropriate boxes

AM PICK UP CHANGE

Name of Daycare Provider/Home of _____ **New Pick Up Address** _____ **Phone #** _____

Daily Mon Tues Wed Thurs Fri

AM Parent Transport AM Y-Care at _____
 School Name

PM DROP OFF CHANGE

Name of Daycare Provider/Home of _____ **New Drop Off Address** _____ **Phone #** _____

Daily Mon Tues Wed Thurs Fri

PM Parent Transport PM Y-Care at _____
 School Name

My child is no longer attending daycare, please return to home pick up and drop off.

Parent Signature

Effective Date
 Please allow 7 days for processing

For Office Use Only

Date Received _____

Date Request Filled _____

AM Pick Up Bus _____

PM Drop Off Bus _____

Home Bus _____