

**DEER CREEK-MACKINAW COMMUNITY UNIT SCHOOL DISTRICT #701**  
**CHANGE IN TRANSPORTATION REQUEST FORM**

Note: Please refer to reverse for guidelines

Please complete the information below completely and return to the school office at least (5) days prior to the proposed change in transportation is to begin. Failure to complete in full will delay processing your request.

Student: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_

When is this change to being? \_\_\_\_\_ How long will this change be in place? \_\_\_\_\_

CURRENT

Pick up point	Drop off point
Street: _____	Street: _____
City: _____	City: _____
Bus Driver: _____	Bus Driver: _____

REQUESTED

Pick up point	Drop off point
Street: _____	Street: _____
City: _____	City: _____
Bus Driver: _____	Bus Driver: _____

Reason for the requested change in transportation:

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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(OFFICE USE ONLY)

Will this change result in the student riding a different bus? Yes No

If yes, what is the new bus assignment? \_\_\_\_\_

Is there sufficient space on the new bus? Yes No

Will this change require the route to be changed or altered in any way? Yes No

[ ] Approved – change the student's transportation [ ] Denied – no change in transportation

Reason: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Transportation Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DEER CREEK-MACKINAW COMMUNITY UNIT SCHOOL DISTRICT #701  
CHANGE IN TRANSPORTATION POLICY  
ADMINISTRATIVE PROCEDURE

Students of District #701 who are eligible for free transportation (Board Policy 4:110) may be transported to or from another location other than their home if approved by the Transportation Director.

PROCEDURE FOR APPROVAL

A "Change in Transportation Request Form" must be filed with the student's building principal.

CRITERIA FOR APPROVAL

Before a student will be allowed to change the drop off and/or pick up point the following conditions must be met. Changes will be made on a first come, first serve basis.

1. There is sufficient room on the bus based on the number of eligible riders assigned to the bus. The passenger capacity of the bus will not be exceeded.
2. The change in transportation will not require the bus route to be altered in any way.

The following additional criteria may also be used in determining any changes in transportation.

1. The duration of the requested change.
2. The hardship situation that exists for a family.
3. A student's education may be enhanced.
4. There is a concern for the student's safety.
5. A situation exists where the change would result in decreased costs or increased reimbursement revenue for District #701.

PROCEDURE FOR APPEALING DENIED REQUESTS

Parent/guardian should contact the Superintendent (359-8965) who will make arrangements for the parent to appeal the decision to the Board of Education.