

**Riverside Local Schools
Transportation Department
Request for Location of School Bus Stop Change**

For the protection and safety of our students, a request to re-locate a student's school bus stop **will only be accepted in writing from a custodial parent or guardian**. Each request will be investigated and a follow up letter or telephone call with the final decision will be forwarded. While each request will be considered, **do not assume** that your request will be approved. Students are not to change his/her school bus stop without prior approval. It is not common practice of the Riverside Local Schools, Board of Education to change a stop location for convenience or due to weather conditions. Corner, cluster or group stops is the current Board policy. **PLEASE PRINT ALL REQUESTED INFORMATION.**

Student Last Name: _____ Student First Name: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ School (circle): **RHS** **JRW** **LaMuth**

Buckeye Elem. Hadden Elem. Hale Rd. Elem. Leroy Elem. Madison Elem. Melridge Elem.

Parent/Guardian Last Name: _____ Parent/Guardian First Name: _____

Parent/Guardian Work Phone: () _____ Parent/Guardian Cell Phone: () _____

REQUEST FOR LOCATION OF STOP CHANGE:

_____ **A.M. Change Request:** _____ **Bus Number:** _____

From: _____ (current stop)

To: _____ (requested stop)

Reason: _____

_____ **P.M. Change Request:** _____ **Bus Number:** _____

From: _____ (current stop)

To: _____ (requested stop)

Reason: _____

Parent/Guardian Signature

Date

Stop location change requests for the 2016-2017 school year are to be submitted by October 1. Please return request in writing

to: Riverside Local School District
Transportation Department
585 Riverside Dr.
Painesville, Ohio, 44077

For Office Use Only:
Received On/By _____ Approved: _____ Denied: _____ Entered: _____ Notified: _____