**QUEEN ANNE’S COUNTY PUBLIC SCHOOLS**

Alternate Bus Transportation Request (This Form Does Not Grant Out of Zone Placement)

Board of Education Policy allows one AM pick up location and one PM drop off location for each transported student. Exceptions will be made only in case of an emergency or when extenuating circumstances exist. For consideration of your request for bus service to or from a different pick up or drop off location, different from you home address, please provide the following information (Please Print): A requested change remains in effect from one school year to the next (unless changing schools) until another request is made for a change of pick up and drop off. Please allow 3-5 business days for processing.

**ONLY ONE STUDENT PER FORM - if more than one student is listed, form will be returned for correction.**

Reason for Request: ___________________________ Request Start Date: ______________

Students Full Name: ___________________________________________ Name of School: ___________________________

Students Grade: __________ Parent/Guardian Name: ___________________________

Home Address: ______________________________________ Home Phone: ______________________

Street Address: ___________________________________________ Cell Phone: ______________________

City: ___________________ State: ___________________ Zip: ________________

Bus to AM: Address to Determine Bus Stop Location

Name of responsible adult at address: __________________________________________

Street Address: ___________________________________________ City: ___________________ State: ___________________ Zip: ________________

Bus to PM: Address to Determine Bus Stop Location

Name of responsible adult at address: __________________________________________

Street Address: ___________________________________________ City: ___________________ State: ___________________ Zip: ________________

Daytime Phone for above address: ____________________________ Comments: ____________________________

Parents are encouraged to accompany their child to and from their bus stop. If the parents cannot accompany their children arrangements should be made, if possible, for older children (brother(s), sister(s) or neighbor(s) to escort the younger children to and from the school bus stop. Pre-K, K, 1st and 2nd grade students must have someone meet them at the bus stop. Arrive at the bus stop (5) minutes before scheduled arrival times of the bus.

Parent/Legal Guardian: ________________________ Date: ___/___/___

Printed Name ________________________ Signature ________________________

Principal/Administrator Signature: ________________________ Date: ________________________

SCHOOL USE ONLY - PLEASE FAX TO 410-758-8200

☐ Approved ☐ Entered in Transfinder ☐ Denied

Bus to AM # ______________ Bus to PM # ______________

DOT REPRESENTATIVE SIGNATURE: __________________________________ Date: ______________

pc: Bus Driver

5/13/2015