

**East Allen County Schools Department of Transportation
Request for Daycare and/or Bus Stop Assignment Change (One form per student)**

EACS transportation policy allows the following uses of alternate busing addresses, 5 days a week:

- A daycare address for both morning and afternoon busing; OR
- One address in the morning (home or daycare) and a second address in the afternoon (home or daycare); OR
- One address in the morning (daycare 1) and a second address in the afternoon (daycare 2).

We **cannot** accommodate multi day, multi destination busing (2 afternoons here, 3 afternoons there.)

STUDENT INFORMATION TO BE COMPLETED FOR ALL BUS RIDERS (please print or type):

SCHOOL: _____

GRADE: _____ SEX: _____ DATE OF BIRTH: ____/____/____

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

STREET ADDRESS: _____ APT-LOT: _____ CITY: _____

ZIP: _____ PARENT/GUARDIAN NAME: _____

HOME PHONE: _____ - _____ DAY TIME PHONE: _____ - _____

PARENT/GUARDIAN EMAIL: _____

Bus needed **No AM Bus** **AM from home** **AM from daycare**
(Circle all that apply):
 No PM Bus **PM to home** **PM to daycare**

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AM DAYCARE INFORMATION:

STREET ADDRESS: _____ APT-LOT: _____

SITTER NAME: _____ SITTER PHONE: _____ - _____

SITTER EMAIL: _____

PM DAYCARE INFORMATION:

STREET ADDRESS: _____ APT-LOT: _____

SITTER NAME: _____ SITTER PHONE: _____ - _____

SITTER EMAIL: _____

Parent Signature _____ **Date** _____

All requested changes may take up to four school days to be implemented. The parent/guardian listed above will be contacted with the new busing information and starting date. The above information will used to determine the students' bus stop assignment until a new request is made. **Please email the Transportation Office at bussing@eacs.k12.in.us or call 446-0159 for change requests.**