

# PHOENIX TRANSPORTATION CHANGE

Dear Parents:

\*Because your child's safety is important to us, transportation changes must be made in writing only. It is **very important** that you fill out all information completely. **Please make copies of the form.**

\* Send this form **every day** there is a transportation change. Putting multiple days on one form can cause confusion and your child may go home the wrong way.

**\*You must send this form with your child in the morning.**

\* If a change occurs after your child has arrived, you must send an email to this address [phoenixoffice@rpsb.us](mailto:phoenixoffice@rpsb.us) NO LATER THAN 11:00

**WE DO NOT TAKE CHANGES AFTER 11:00 A.M., NOR DO WE TAKE THEM OVER THE PHONE.**

We appreciate your cooperation with this matter. **ALL CHANGES MUST BE IN WRITING.**

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Student's First & Last Name \_\_\_\_\_ Date of Change \_\_\_\_\_

Homeroom Teacher's Name \_\_\_\_\_

My child will:

\_\_\_ Be a car rider and picked up by- \_\_\_\_\_

**The privilege of being a car rider could be removed if you are excessively late in picking up your child. Car riders should be picked up NO LATER than 3:15.**

\_\_\_ Be a daycare van rider

**Name of daycare van** \_\_\_\_\_

\_\_\_ Be a bus rider

**Name of bus driver** \_\_\_\_\_

Ride bus to following address \_\_\_\_\_

\_\_\_ Stay after school to \_\_\_\_\_

\_\_\_ **This change is permanent.**

Parent Signature \_\_\_\_\_

Phone number where you can be reached today \_\_\_\_\_