



TRANSPORTATION DEPARTMENT
BUS STOP CHANGE REQUEST

Date School Grade

(PLEASE PRINT)

Student(s) Name

Home Address Home Phone

Parent/Guardian Name

Current Bus Number: AM PM

Assigned Bus Stop Location

Requested New Bus Stop Location

Reason for this request

Three blank lines for additional information.

Please note: Bus stop change requests will not be considered until after October 1st. Your child must continue to use his/her assigned bus stop until notified, by the Transportation Department, of a change in bus stop location.

Parent/Guardian Signature

Return completed and signed form to: Westlake City Schools
Transportation Department
1097 Bassett Road
Westlake, OH 44145

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TRANSPORTATION DEPARTMENT USE ONLY

Date Received [ ] Approved [ ] Disapproved

Rationale

Start date (if applicable) Director's initials

Driver(s) notified Parent(s) notified School notified