

TRANSPORTATION DEPARTMENT SPACE AVAILABLE REQUEST FORM



(Please Print)

STUDENT'S NAME _____

STUDENT'S ADDRESS _____

PARENT/GUARDIAN NAME _____

PHONE NUMBER (H) _____ (W) _____

SCHOOL _____ GRADE _____

I understand that under the current Board of Education policy, my child/children do not meet the eligibility requirements for transportation services, however I am requesting that if there is space available on the bus route closest to my residence, that my child/children are transported to/from their school of attendance via school transportation.

I understand that, if this request is approved, my child/children must go to an already established bus stop on an existing route, and that a bus will not be rerouted nor a stop added for my child/children.

I understand that this request is valid for the current school year only.

PARENT/GUARDIAN SIGNATURE _____

Return completed and signed form to:

Westlake City Schools
Transportation Department
1097 Bassett Road
Westlake, OH 44145

Space available request forms will be reviewed after September 15, in the order in which they were received.

FOR DEPARTMENT USE ONLY

Date Received _____ APPROVED _____ DISAPPROVED _____

Bus Number & Stop Location: AM _____

PM _____

Driver(s) Notified _____ Parent(s) Notified _____ School Notified _____

Transportation Director's Signature/Initials _____