



Special Occurance - Transportation Request

MORGAN COUNTY SCHOOL DISTRICT RE-3 TRANSPORTATION DEPARTMENT

To request a student to be dropped off at a location other than their home/day care address.
This is a one time occurrence, not a regular route change request.

Date transportation requested: _____ Bus/Route: _____

From (school): _____ To (Address/bus stop): _____

Student Name: _____

Student Age: _____ Regular Bus Route Assigned: _____ Student Grade: _____

Person making request: _____

Is an adult required to be present to release student (mandatory if student is in grade pre - K) Yes No

Name of adult authorized to pick up student (must have ID on them): _____

Parent/Guardian: _____
(Signature) (Print)

School Official: _____
(Signature) (Print)

Check One: Principal Assistant Principal Counsellor

This form is to be completed any time that a student desires to ride the bus for a special occasion such as a birthday party or other event.

This form is to provide permission for the ONE DATE listed only. It may not be used for more than one day.

Parent or guardian may fill out this form in advance and receive approval prior to the requested date.

Transportation will be provided on a space available case only. Special requests cannot supercede the students regularly assigned to the route. They will take priority in the event of an overflow situation.

Request will not be honored if form not completed in its entirety with no blank spaces. Form MUST be signed by principal, assistant principal or counsellor only. No other administrator may sign unless they are formally filling in for one of the above persons, in which case they must check the box for the person for whom they are filling in.