



Request To Provide Transportation To/From Alternate Location

Please complete the following information and forward to Big Spring School District, Student Transportation Department, 45 Mt. Rock Road Newville, PA 17241, Attn: Mrs. Sharon Hoover or fax at 717-776-4428. The form must be submitted to the transportation department at least 3-5 days in advance of any changes. You will be notified by the transportation department when service to the new stop will begin.. Please complete both sides of the lower part of the form indicating "Home" for either or both stops or the name and address of either or both Alternative stops. Please carefully read the attached procedure before completing this request form.

Name (s) of Students:

_____	Building/Grade (2010-11)_____
_____	Building/Grade (2010-11)_____
_____	Building/Grade (2010-11) _____

Home Address:

_____	Phone Number (H) _____
_____	Phone Number (W) _____
	Emergency Numbers _____

Pick-Up

Drop-off

Alternate Name _____

Alternate Name _____

Alternate Address:

Alternate Address:

Telephone # _____

Telephone # _____

Parent Signature: _____

Starting date _____

**For Use By
Student Transportation Department**

Date Received: _____

Approval Date: _____

Signature: _____

Old Bus # _____ New Bus # _____

cc: Mr. Deitch
Bus Driver
Building Copy

Old Bus # _____ New Bus # _____