



Request To Provide Transportation To/From Custody 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. Nicole Deutsch or fax at 717-776-4428 or email to nddeutsch@bigspring.k12.pa.us. The form must be submitted to the transportation department at least (2-3) days in advance of any changes. 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. If you have any questions, you may contact the transportation department at 717-776-2419. **Please complete a separate form for each household if using an alternate address.**

Name (s) of Students:

_____	Building/Grade _____
_____	Building/Grade _____
_____	Building/Grade _____

Home Address:

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

Pick-Up

Name _____

Address:

Telephone # _____

Parent Signature: _____

Drop-off

Name _____

Address:

Telephone # _____

Starting date _____

**For Use By
Student Transportation Department**

Date Received: _____

Approval Date: _____

AM Bus # _____ New Bus # _____

PM Bus # _____ New Bus # _____