

https://perryschools.follettdestiny.com/common/welcome.jsp?context=saas59_1344004T

**TRANSPORTATION CHANGE REQUEST FOR
JEREMIAH GRAY OR ROSA PARKS ELEMENTARY**

Parents/Guardians may have a need for their child to ride a different bus than the one that was assigned. Babysitting purposes are the most common reason. The following are guidelines for requesting a bus change. These guidelines will assure proper communication among students, parents, school personnel and the Transportation Department:

1. Obtain a Transportation Change form from the school. The form may also be printed from the MSD Perry Township website.
2. Return the completed form to the appropriate school or the Transportation Department.
3. If this request is being completed during the Summer Break please forward to the Transportation Department by fax (780-4402) or mail to: 1319 W. Edgewood Avenue, Indpls., 46227.
4. The Transportation Department will verify:
 - a. The requested stop is on a current route for the student's school.
Stops outside the school boundaries cannot be accommodated.
 - b. Seating is available for the student.
 - c. If a bus has to be re-routed it could take up to three (3) business days before the change can take place.
5. The Transportation Department will return the approval request to the school.
6. School personnel will assist the student to the bus.
7. The Transportation Department or the appropriate school will notify the parent with the approval along with the new bus number, times of pick-up and drop-off.

**IF THIS REQUEST IS BEING MADE AFTER THE LAST WEEK IN
JULY PLEASE SUBMIT DIRECTLY TO THE SCHOOL AND ALLOW
UP TO ONE WEEK FOR APPROVAL.**