

DEXTER COMMUNITY SCHOOLS / BUS STOP REVIEW / CHANGE REQUEST

This form is used to identify necessary information to review whether a bus stop should be changed, added or deleted. Please complete the following information regarding the review request. Please drop off, fax or mail this form to the Transportation Department. It may take up to 2 weeks to process this request.

Student Name(s): _____

Grade(s) & School(s) of Student(s): _____

Bus Number, if known: _____

Please circle all services requested: A.M. / NOON / P.M.

Permanent Change Requested Start Date: ____ / ____ / ____

Location of requested stop, please give street name with address and nearest intersection:

Briefly describe why changes or a new stop are being requested:

Parent / Guardian Name: _____

Daytime Telephone: (____) _____ Evening Phone: (____) _____

E-mail Address: _____

Address: _____

Please provide daycare provider information below:

Contact Name: _____

Contact E-mail: _____

Contact Phone: (____) _____

Emergency contact number: (____) _____ / (____) _____

TRANSPORTATION TO DAYCARE FACILITIES

Transportation can be provided to students attending childcare facilities. Bus stops will be located near the childcare center where the buses can safely receive/discharge students. Transportation can be accommodated for one pick-up location and one drop-off location. If your day care arrangements vary from day to day, it will be the parent's responsibility to provide transportation on those alternating days.

All requests will be reviewed and a response will be given. This process may take up to two (2) weeks, depending on the number of requests submitted. It will be the parent's responsibility to contact the school with any approved changes.

We appreciate the opportunity to serve the families of Dexter Community Schools and hope we can resolve any concerns you may have concerning your stop satisfactorily.

Requests may be mailed, faxed or e-mailed to:

Attention Deneen Smith
Dexter Community Schools
Transportation Department
7229 Marshall Road
Dexter, MI 48130
(Phone) 734-424-4190
(Fax) 734-424-4290
E-Mail: smithd@dexter.org

For office use:

Date Responded to Request: _____

Circle Request Status: Approved / Denied

Driver Notification Date: _____

Route Description Updated Date: _____

Approval Signature: _____