



# Bus Change Request Form

All fields must be filled in.

Child's name (please print)

grade

Parent/guardian name (please print)

\_\_\_\_\_  
Signature of parent/guardian

date of bus change

Contact number of parent/guardian

Name of student your child is riding home with  
(please print)

and their bus number

Your child must **bring this completed request to the front office before 1:30 p.m.** and RTMS personnel may call to verify the information. Once approved, your child will be given a bus pass.

Requests for school bus transportation changes (i.e., your child riding home on another child's bus other than their own) will be approved according to Fulton County Board of Education guidelines. River Trail Middle School is only authorized to approve your request if it is for one (1) day and is for childcare purposes only. All requests must be signed by a parent or guardian.

If you have a request for bus transportation changes for more than one (1) day, please call Edna Barker at the FCBOE Transportation Department, 770-667-2970.

**FULL BUSES:** Some buses may be at capacity; therefore, requests to ride these buses will not be approved. Please check the website for a list of full buses for this year.

**Only five change requests per bus per day** can be accommodated; therefore, only the first five requests received will be approved.

OFFICE USE ONLY:

## BUS PASS

The student listed above is approved to ride the bus requested.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

AUTHORIZATION