



No. 810-AR-3  
ADMINISTRATIVE REGULATION  
APPROVED: October 23, 2018  
REVISED: June 15, 2023

810-AR-3 - TRANSPORTATION CHANGE REQUEST

**Childcare Transportation Request**

Boyertown Area School District - Transportation Department

1131 Montgomery Avenue- Boyertown, PA 19512

email - [transportation@boyertownasd.org](mailto:transportation@boyertownasd.org)

**Please return form by mail or scanned to email- no photos please**

(Complete a separate form for each child)

**\*Allow five (5) business days for this Request to be processed\***

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Regularly Assigned Bus: \_\_\_\_\_ Assigned Bus Stop: \_\_\_\_\_

Daycare Provider: \_\_\_\_\_

Daycare Address: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Start Date Requested: \_\_\_\_\_

Requested for:

AM pick-up \_\_\_\_\_

AM Kindergarten mid-day drop-off \_\_\_\_\_

PM Kindergarten mid-day pick-up \_\_\_\_\_

PM drop-off \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Guardian (Printed)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Parent/Guardian Email:

\_\_\_\_\_  
Student ID

*\*Office Use Only\**

\_\_\_\_\_  
School

\_\_\_\_\_  
Signature of Transportation Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Approval (Related to Childcare/Shared Custody)

\_\_\_\_\_  
Date

**All forms must be submitted by July 1st for processing prior to the start of the new school year.**

**TRANSPORTATION CHANGE REQUESTS MUST BE SUBMITTED ANNUALLY.**

**Childcare Transportation requests will be daily, five days a week, every week throughout the school year.**

**See Administrative Regulation 810-AR-2 – Bus Schedules/Bus Stops for more information/Guidelines.** *Current BASD policy permits students to change bus stops or bus routes within policy and with the school principal's permission (when related to childcare/shared custody), upon prior written request of the parent/guardian. These requests are limited to established stops and if seating is available. The Boyertown Area School District does not confirm arrangements or share information with daycare providers. It is the responsibility of the parent/guardian to make the necessary arrangements with the daycare provider you have selected.*