



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

810-AR-3 - **TRANSPORTATION CHANGE REQUEST**
Shared Custody Transportation Request

Boyertown Area School District - Transportation Department
1131 Montgomery Avenue- Boyertown, PA 19512
email - 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: _____

Primary Address: _____

Name of Primary Parent/Guardian: _____

Email address: _____ Phone Number: _____

Regularly Assigned Bus: _____ Assigned Bus Stop: _____

Secondary Address: _____

Name of Secondary Parent/Guardian: _____

Email address: _____ Phone Number: _____

Primary Stop Needed (Circle option needed below): Start Date Requested: _____

Bi-Weekly (1 week on/1 week off, every day of the week) or Select days every week (circle days) - **M T W Th F**

Secondary Stop Needed (Circle option needed below): Start Date Requested: _____

Bi-Weekly (1 week on/1 week off, every day of the week) or Select days every week (circle days) - **M T W Th F**

Additional Information if needed: _____

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

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.

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.