

# Bus Change Request Form

Note: A student may be assigned to **ONE ROUTE** only!

Student Name: \_\_\_\_\_ HISD ID # \_\_\_\_\_

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

Parent's Name: \_\_\_\_\_ Phone # to be reached at: \_\_\_\_\_

Route Assigned to: # \_\_\_\_\_ Stop Assigned to: \_\_\_\_\_

Requested Route: # \_\_\_\_\_ Requested Stop: \_\_\_\_\_

Parent **MUST CHECK ONE** of the following, complete the appropriate information, and SIGN.

\_\_\_\_\_ I am requesting a bus route change because we have moved.

\_\_\_\_\_ I am requesting a bus route because the student is not yet assigned a route.

\_\_\_\_\_ I am requesting a different stop on the same route.

\_\_\_\_\_ I am requesting a different route for my child. I understand that a change will be honored only if there is space available.

Reason for requesting the change:

\_\_\_\_\_ I feel that the stop for my child is Unsafe. (A visit by HISD safety team will be required to assess the situation. Verifiable data provided by the parent could expedite the process).

Explain the danger and include the exact location/address where the danger exists:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please turn in this form to the T.H. Rogers Vanguard Office or email to Ms. Hardy at: [Lhardy@houstonisd.org](mailto:Lhardy@houstonisd.org) or Ms. Buirse at: [Asia.Buirse@houstonisd.org](mailto:Asia.Buirse@houstonisd.org)