

# Transportation Location Change Form

BOE Policy EEA allows a maximum of two consistent A.M. pick-up locations and two consistent P.M. drop-off locations. Transportation to/from places of business is prohibited. **COMPLETE ONE FORM PER STUDENT.** Please allow 10 working days for processing. Service will begin after you receive notice from the WCPS Transportation Department.

PARENT INFORMATION			
Parent Name:	<input style="width: 95%;" type="text"/>	Home Phone:	<input style="width: 95%;" type="text"/>
Street Address:	<input style="width: 95%;" type="text"/>	Cell Phone:	<input style="width: 95%;" type="text"/>
City:	State:	Zip:	Work Phone:

STUDENT INFORMATION: ONLY ONE STUDENT PER FORM											
Student Name: <input style="width: 90%;" type="text"/>										Grade: <a href="#">Choose an item.</a>	
School: <a href="#">Choose an item.</a>											
<b>A.M. Pick-Up #1</b>	Address: <input style="width: 95%;" type="text"/> Contact at Address: <input style="width: 95%;" type="text"/> Phone: <input style="width: 20%;" type="text"/>										
<b>A.M. Pick-Up #2</b>	Address: <input style="width: 95%;" type="text"/> Contact at Address: <input style="width: 95%;" type="text"/> Phone: <input style="width: 20%;" type="text"/>										
<b>P.M. Drop-Off #1</b>	Address: <input style="width: 95%;" type="text"/> Contact at Address: <input style="width: 95%;" type="text"/> Phone: <input style="width: 20%;" type="text"/>										
<b>P.M. Drop-Off #2</b>	Address: <input style="width: 95%;" type="text"/> Contact at Address: <input style="width: 95%;" type="text"/> Phone: <input style="width: 20%;" type="text"/>										
<b>Each box must contain a #1 or #2 pick-up/drop-off location. The schedule must remain the same every week.</b>											
EXAMPLE DAY:		Monday		Tuesday		Wednesday		Thursday		Friday	
A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.
2	1										
Parent Signature: <input style="width: 80%;" type="text"/>										Date: <a href="#">Click here to enter a date.</a>	
<i>(I understand that this request applies only for the current school year.)</i>											

Submit this form to the WCPS Transportation Department via email at [wcpstransportation@wcps.k12.md.us](mailto:wcpstransportation@wcps.k12.md.us) or fax at 301-766-2911

For TRANSPORTATION DEPARTMENT Use Only:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied – Comments/Reasons:
A.M. Bus #1:	Stop Location:
A.M. Bus #2:	Stop Location:
P.M. Bus #1:	Stop Location:
P.M. Bus #2:	Stop Location:
Transportation Administrator:	Effective Date: