



FRANCIS HOWELL SCHOOL DISTRICT  
Transportation Department  
Phone: 636-851-6220



**AM/PM Alternative Transportation Request Form**

Please complete this form if your child needs consistent transportation to and/or from a location other than their home address. Examples include students with dual households or utilizing daycare providers within the school attendance boundaries. Once completed, please submit the form to your child's school office.

**\*\*\*CHANGES REQUIRE A MINIMUM OF 48 HOURS TO BECOME EFFECTIVE\*\*\*  
\*\*CHANGES MADE AFTER AUGUST 7 WILL BEGIN ON SEPT 8, 2020\*\***

Today's Date: \_\_\_\_\_ Date Requested For Transportation to Start: \_\_\_\_\_

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

Student ID Number: \_\_\_\_\_

Student Primary Address: \_\_\_\_\_

School Name: \_\_\_\_\_

**Daycare/Sitter changes:**

Alternate AM Address \_\_\_\_\_

Alternate PM Address: \_\_\_\_\_

**Dual Household information:** Students will be assigned a bus to and from both households if AM and PM addresses are provided. Both address must be located within the school boundary. It is the responsibility of each family to maintain a consistent schedule to ensure students are transported to the correct house on the correct day.

Second AM Address: \_\_\_\_\_

Second PM Address: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Contact Number: \_\_\_\_\_

## Staff Instructions

1. Parents complete and submit the form to their child's school office.
2. School office staff enter the information onto the Alternative Req. Tracker Google Sheet
3. The Router will make the necessary changes to the student's transportation information and will enter the new information onto the sheet.
4. As the changes are completed and approved, the Phone Bank Staff will contact parents with new bus information.
5. The new bus information will be available in the Parent Portal when the change is complete.
6. Alt. Req. Tracker sheet color codes:
  - a. Green-completed
  - b. Red-not possible, Router will contact parents
  - c. Yellow-reviewing safety concern
  - d. No highlighting-request still in process