

## Transportation Changes

For the safety of your child, please limit transportation changes.

Any time a student's transportation routine changes, the school must be notified in writing. Please do not rely on email messages to teachers, as they may not have the chance to check messages prior to dismissal. We also require a change of transportation with a parent/guardian signature and a copy of your picture ID. Email will not meet these requirements.

If a transportation change is needed after the school day has begun, you will need to contact the school by phone and send a signed note by fax, including a copy of your picture ID, stating the change in dismissal transportation for your child. Phone calls alone will not be accepted as verification of the needed change in transportation. All "day of" transportation changes must be sent to the office no later than 1:00 that day. That is the only way we can ensure that the notice will be received and communicated to your student prior to dismissal. All of these measures are intended to ensure safety for all our children and we will maintain these procedures to ensure that each child is safe and secure at school.

**ADDITIONAL TRANSPORTATION GUIDELINES CAN BE FOUND IN GWINNETT COUNTY PUBLIC SCHOOLS STUDENT/PARENT HANDBOOK (linked under PARENTS on the Harbins.org website).**

# Harbins Elementary Transportation Change Request

Homeroom Teacher: \_\_\_\_\_ Student Name: \_\_\_\_\_

Date(s) for this change : \_\_\_\_\_.

**IMPORTANT:** Requests expire every Friday at 2:45. If the change will occur in two different weeks, a form must be submitted each week.

## Complete ONE Column

<b>CAR</b> Car riders must be picked up by 3:10 pm	<b>BUS</b>
Car Rider #? _____  If your child doesn't have a car rider number, who will pick up the student? (ID will be check in car rider line)  _____	Bus rider to be delivered to (circle one): <ul style="list-style-type: none"><li>● Home</li><li>● Great Beginnings</li><li>● Other: _____</li></ul>

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_