

Susquenita School District Permanent Address/Bus Stop Change Request Form

This form must be submitted to the building Principal at least 5 days prior to the requested effective change date. **Page 2 – STUDENT DEMOGRAPHICS – must also be completed before this form will be processed.** IF YOUR ADDRESS HAS CHANGED YOU MUST PROVIDE AN APPROPRIATE DOCUMENT TO VERIFY YOUR NEW ADDRESS. The District Transportation Secretary will notify you when your request has been approved or denied. Please provide a daytime phone number where you can be reached.

Daytime Phone #: _____

Student's Name: _____ Grade: _____

Previous change this school year? Yes No

FROM: Address: _____ City: _____ Bus #: _____ Bus Stop: _____	TO: Address: _____ City: _____ Bus #: _____ Bus Stop: _____
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Reason for change:

If your residence is changing, this form will not be processed until Proof of Residence has been received.

If moving, is entire family moving? Yes No

Proof of Residence is required: Please submit **two** of the following:

- *Lease/Rental Agreement * Purchase Agreement *Current Utility Bill
- *Completed Multiple Occupancy Form *Official State Document
- *Notarized Statement from the property owner

Desired start date: _____ / _____ / _____
Parent's/Guardian's Signature Date

Office Use Only			
_____ / _____ Principal Date			Approved/Denied
_____ / _____ Director of Transportation Date			Approved/Denied
_____ / _____ / _____ Effective Date Transportation Secretary Initial Date of Notification			<input type="checkbox"/> Powerschool <input type="checkbox"/> Bus Roster <input type="checkbox"/> Bus changes <input type="checkbox"/> Filemaker
<i>Revised August 2017</i>			

