



SPENCERPORT CENTRAL SCHOOL DISTRICT

Office of the Transportation Department
2678 Nichols Street - Spencerport, NY 14559

Julie Churnetski
Director of Transportation
Phone: (585) 349-5180
Fax: (585) 349-5018

Bus Stop Review Request

This request will be reviewed and considered according to Spencerport Board of Education policy #5720. During September, we receive a high volume of requests to audit routes and change bus stops. Please use the bus stop assigned to you on your original bus stop notification until such time a review and decision can be made. A decision may take up to ten (10) business days from receipt of this request.

DIRECTIONS

1. Complete this form in its entirety.
2. Provide an explanation for the change request in the space provided. You may attach an additional sheet or use back page.
3. Return this request to the Spencerport Transportation Department at the address listed above or you may fax a copy to 585-349-5018.

PRINT OR TYPE

Student's school of attendance _____ Grade _____ Bus# _____

Student Name _____

Student Address _____

Current Bus Stop _____

Requester's Name _____

Relationship to Student _____

Description of reason for change request _____

Requestor's Signature _____ Date _____

TRANSPORTATION USE ONLY

Request Determination	APPROVED _____	DENIED _____
Requester notified by:	Phone _____	Letter _____ Date notified _____
If Approved:	New schedule sent _____	Notified by phone _____

Official Signature _____ Title _____ Date _____

Our Mission is to educate and inspire each student to love learning, pursue excellence and use knowledge, skills and attitudes to contribute respectfully and confidently to an ever-changing global community.