HOW TO USE THE SPRING HILL ELEMENTARY SCHOOL TRANSPORTATION CHANGE REQUEST FORM

The Transportation Change Request Form is a valuable tool that helps expedite the sorting and matching process for the volunteers. The program is run as a service to Spring Hill families, and is staffed by parent volunteers. As in all interactions, courtesy is appreciated.

Even if you have used this program before, it is beneficial for parents/guardians to take a minute and review some questions and answers common to this program. Please note that we have a new form this year, so give it a close review.

Q. When should I use this form?
A. The Transportation Change Request Form is to be used whenever your child has a change in the normal routine of going home from school. Please use the Transportation Change Request form:
   - If your child will be going home with another student, either by school bus (even if it is the same bus normally ridden, but your child is getting off at a different stop) or private transportation;
   - If your child will be bringing another student home either by school bus or private transportation;
   - If you are providing Early Pick-up notification;
   - If your child is staying for an after-school activity on school grounds; or
   - If you are picking your child up at Kiss and Ride instead of the child taking the regular bus.

Q. Can I send the Transportation Change Request Form in advance of the visitation day?
A. No, please send the form in only of the day of the visit, as volunteers sort the forms on a day-to-day basis.

Q. Do I keep the yellow carbon copy of the Transportation Change Request Form?
A. No. After the form is completed, send both the white and yellow copies to school. The white original is returned to the student after it has been approved, and the yellow is kept in the main office as an emergency back up.

Q. Do I have to send in a form even if the person who is picking up my child is listed on his/her Emergency Care Form?
A. Yes. Emergency Care Forms are kept on file in the office; however, they are to be used only for emergency purposes. The volunteers do not have access to these confidential documents, so they cannot be used as part of this program.

Q. How can I get more Transportation Change Request Forms?
A. Extra pads of 25 forms are available for purchase in the office for $2.00. The form is also available on the school website: www.fcps.edu/SpringHillES. Click on Parent Information (box on the left), then click the link for the form. Please be sure to send in TWO completed copies of the form.

Q. What is the best way to complete the Transportation Change Request Form?
A. Please PRINT in ink, and complete all appropriate information. Be sure to write the child's first name and last name. The form needs to be signed, dated and include telephone number where you can be reached if necessary. Be sure to include the name of your child's teacher.

Q. How can I be sure my child's teacher gets the Transportation Change Request Form from my child?
A. Each student is responsible for giving the Transportation Change Request Forms to his/her teacher, and students are reminded to do so by teachers and during morning announcements. A parent reminder as your child is leaving for school also helps.

Q. I sent the Transportation Change Request Form to school with my child, but I received a phone call letting me know it was not received in the office. Why can't the volunteer get it from my child's classroom?
A. VOLUNTEERS/STAFF ARE NOT PERMITTED TO GO TO, OR CALL INTO A STUDENT'S CLASSROOM TO GET A MISSING TRANSPORTATION CHANGE REQUEST FORM, even if you are sure it is in the child's backpack. This policy protects our students' instructional times. Parents/Guardians are responsible for bringing or faxing missing notes to the office before the child's class lunchtime.

Q. Why do I need to get my child's missing Transportation Change Request Form to the office by my child's lunchtime?
A. All Transportation Change Request Forms are sorted, matched and put into teacher mailboxes for them to retrieve at their assigned lunchtimes. This is the last time teachers check their boxes before the end of the school day.
What will happen if the parent of the child with the missing note cannot be reached?
The note will be turned over to office personnel and handled by them. If your child's note is missing and you cannot be reached, the activity is cancelled and your child will be sent home via the regular form of transportation (if possible) or will be kept in the main office after school.

PLEASE KEEP IN MIND THAT IF YOU DECIDE TO USE THIS PROGRAM, AND ARE CALLED BECAUSE YOUR CHILD'S NOTE HAS NOT BEEN TURNED IN, YOU ARE RESPONSIBLE FOR FAXING OR BRINGING ANOTHER NOTE TO SCHOOL. WE CANNOT ACCEPT AN EMAIL OR YOUR VERBAL PERMISSION VIA A TELEPHONE CALL.

When a student plans to go home with another student, the parents of each child must complete the Transportation Change Request Form and send it to school. The volunteers sort, match and approve all matching forms. If there are any unmatched forms, the parent of the child with the missing note is called. At this point, that parent has 3 options:

1. Bring another note to school before the child's lunchtime;
2. Fax a permission note before the child's lunchtime; or
3. Cancel the visit.

What if I'm planning a birthday party (or any other occasion) and want more than one child to come over right from school? You are responsible for providing the transportation for the children. On the day of the event, send in a form noting the children you will be transporting. Parents of the visiting children will need to send in a Change of Transportation form authorizing you to transport their children at Kiss and Ride. You will not be permitted to pick up a child if there is no note from the parent.

What about the private tutor/enrichment program in which my child is enrolled? Can I use the Transportation Change Request Forms to have him/her bused to the program location?

No. The FCPS bus system is not responsible for transporting children to private lessons. It is the parent's responsibility to provide transportation to and from private lessons. We ask parents/guardians not to abuse the bus system and the Transportation Change Request Program.

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Please, use one form for each child, and print in ink. Note your child's first and last names. Remember to sign, as the request cannot be honored without parent/guardian signature.

AND

BRINGING HOME: Complete this section if your child is bringing home other students, whether by bus (if the bus isn't full, and can allow student guests) or parent transportation.

OR

GOING HOME WITH: Complete this section if your child is going home with another student, either by bus or parent transportation.

OR

PICK-UP: Complete if your child will be picked up before the end of the normal school day, either by a parent or someone else, OR if your child usually walks home or takes the bus, and you are picking up your child at dismissal time.

OR

AFTER SCHOOL ACTIVITY: Complete this section if your child is staying after school for an activity that is taking place in the school.
TRANSPORTATION CHANGE REQUEST FORM

Today’s Date: ______________________

Student: ___________________________________ Teacher: ______________________

Phone Number(s) to be reached at today: ______________________________________

I authorize this transportation change for my child today ____________________________________

1) PLEASE CHECK CHILD’S NORMAL MODE OF TRANSPORTATION HOME:

- BUS #_________
- WALK/BIKE
- KISS & RIDE
- LOBBY PICK-UP
- SACC

2) PLEASE CHECK TODAY’S TRANSPORTATION CHANGE:

- BUS #_________
- WALK/BIKE
- KISS & RIDE
- LOBBY PICK-UP

OR, EARLY PICK-UP (WRITE PICK-UP TIME): ______________________________________

OR, AFTER SCHOOL ACTIVITY: ______________________________________________________

OR,

BRINGING HOME FRIEND(S) (ALL MUST HAVE MATCHING NOTES)

1. __________________________________ __________________________
   NAME: _______________________________ TEACHER: __________

2. __________________________________ __________________________
   NAME: _______________________________ TEACHER: __________

3. __________________________________ __________________________
   NAME: _______________________________ TEACHER: __________

CHECK MODE OF TRANSPORTATION:

- BUS #_________
- WALK/BIKE
- KISS & RIDE
- LOBBY PICK-UP

OR,

GOING TO FRIEND’S HOUSE (MUST HAVE MATCHING NOTES)

________________________________ __________________________
NAME: _______________________________ TEACHER: __________

CHECK MODE OF TRANSPORTATION:

- BUS #_________
- WALK/BIKE
- KISS & RIDE
- LOBBY PICK-UP