

### BUS TRANSFERS

~~In an emergency, parents of students may request to change the student's regularly scheduled bus assignment. Requests shall be submitted in writing and will be considered at the discretion of the Principal and Supervisor of Transportation. In making such decision, the Principal and Supervisor of Transportation will consider the space available on the bus requested and the potential costs to be incurred in changing buses.~~

Due to the District's safety protocols, we are not able to honor requests to switch students to any other bus than the one which takes them to and from their legal residence. In the event of an extreme emergency, the parents/guardians may contact the Principal for permission to allow the transfer. The District reserves the right to deny any request if necessary.

Students may request **a transfer which is a** long-term change from their regularly scheduled bus assignments. These requests should be made in writing by the parent or guardian using the Alternate Transportation Location Form and approved by the student's Principal.

First Reading: 02/24/15  
Second Reading: 03/10/15  
Adopted: