

August 29, 2017

**RE: Bus Stop Request Form**

Parents and Guardians,

Parents may choose to select a secondary and emergency bus stop for their child each year. These bus stops are used as needed in place of the designated primary stop located at or near your residence. Your child's primary bus stop is the stop of record unless otherwise designated by the parent or guardian.

If your child is in need of a secondary or emergency stop, please complete the "Bus Stop Request" form, and be advised that your requested locations will not be immediate. If you need your child to use their secondary or emergency stop, please submit a written note until **September 29th, 2017**. Parents will need to supply bus notes during this timeframe so that children can be assigned to the correct bus and stop for dismissal.

If your child's routine is consistent, daily notes will not be needed. However, if you need a change for different reasons throughout the year, daily notes should be submitted. Please keep in mind that your child will only be delivered to the stops you selected during the 2017-18 school year. Parents will be asked to update this information annually. Parents are being asked to update this information in order to provide a safer system for transportation.

All of the information that you provide on the "Bus Stop Request" form will be recorded in the student management system by September 29th, 2017. Please provide written notification of bus changes until this date. If you have any questions or concerns, please contact the appropriate building office.

Yours in education,

Misty Demchak  
Assistant High School Principal  
Rockwood Area School District

Jonathan Hale  
Elementary Principal  
Rockwood Area School District

Revised: 8/23/2017