

# Ada Exempted Village Schools

**BUS REQUEST**  
**ADA EXEMPTED VILLAGE SCHOOL DISTRICT**

Date Started

\_\_\_\_\_

Parents:

Please complete this form to request a change in bus scheduling for your child.

All changes must be consistent. Please use **ONE** form for each child.

**All lines must be completed.**

Name of student: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Student will be: \_\_\_\_\_ coming from \_\_\_\_\_ **and/or** \_\_\_\_\_ going to: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number of this residence: \_\_\_\_\_

Reason: \_\_\_\_\_ Babysitting  
\_\_\_\_\_ Emergency Situation  
\_\_\_\_\_ Other - please specify reason: \_\_\_\_\_

Check one of the options below and complete:

\_\_\_\_\_ Good from date \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ Good until further notice

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Phone number where you can be reached if there is a question about this bus request: \_\_\_\_\_

Today's Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\*\*\*\*\*

For office use only: Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Signed by: \_\_\_\_\_

Transportation Supervisor/Principal/Superintendent

**Bus number:**

AM \_\_\_\_\_

Bus Stop:

AM \_\_\_\_\_

PM \_\_\_\_\_

PM \_\_\_\_\_

# BUS REQUESTS FOR 2022-2023

Bus request deadline is August 5, by 9:00 a.m. Due to busing changes, bus requests will **NOT** guarantee an approval. In order to provide efficient bus transportation for the first days of school next year, we need your cooperation. Parents must complete a “Bus Request” form if your child/ren are to be picked up and/or dropped off at a location other than your residence. These requests must be submitted **every** school year. They do **not** carry-over from year-to-year. The bus request deadline is August 5, at 9:00 a.m. changes made **after** that date **cannot** go into effect until after September 7, . Forms are available on the back of this form, on-line at our website at <http://adabulldogs.org> or in the school offices. The offices will reopen after the summer vacation on August 4, You can drop off these bus requests to the offices, mail to the school (725 West North Street) or you may **fax** them to the elementary office, 419-634-3948. Thank you so much for your cooperation.

Thank you,  
Transportation Department

