

TRANSPORTATION DEPARTMENT ADD / CHANGE / WITHDRAWAL FORM

PLEASE USE THIS FORM FOR: New Student(s) to P-H-M, Current Student(s) with a Change in Address, Student Transfers, Withdrawals, or Alternative Site information. Alternate Site information is good until cancelled. YOU MUST CANCEL an Alternate Site directly with the school otherwise the student is routed to the Alternate Site on file continually.

PLEASE PRINT OR TYPE ALL INFORMATION FOR ITEMS BELOW

IS BUS TRANSPORTATION NEEDED: _____ NO _____ YES (Routing takes up to 3 business days from date correct data is received at Transportation via download. Routing information can be found by using InfoFinder which is accessible from the district website.

NEW STUDENT - 2 PROOFS OF ADDRESS (RESIDENCY) REQUIRED WITH THIS DOCUMENT

INACTIVATE STUDENT

SCHOOL ATTENDING: _____ GRADE: _____

STUDENT ID NUMBER: _____

STUDENT NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

TELEPHONE NUMBER (S): _____

CHANGE OF ADDRESS-2 PROOFS OF ADDRESS (RESIDENCY) REQUIRED WITH THIS DOCUMENT

SCHOOL ATTENDING: _____ GRADE: _____

STUDENT ID NUMBER: _____

STUDENT NAME: _____

OLD ADDRESS: _____

NEW ADDRESS: _____

CITY: _____ ZIP: _____

NEW TELEPHONE NUMBER (S): _____

STUDENT TRANSFER WITHIN PHM SCHOOLS

FROM (SCHOOL) _____ TO (SCHOOL) _____

OUT OF DISTRICT STUDENT (Please check if applies) DO NOT CHECK OUT OF DISTRICT STUDENTS FOR TRANSPORT IN E-SCHOOL UNLESS THEY HAVE PROVIDED A VERIFIED ALTERNATIVE SITE (SEE BELOW)

DAY CARE/SITTER/ALTERNATIVE INFORMATION (Transportation is provided for students to and from a maximum of two locations: home and one other site within the boundaries of the school the student attends. Daily / monthly schedules, work/business locations cannot be accommodated):

AM PICK UP ADDRESS: _____

AM NEED? (ex. DAILY, M-W-F, INTERMITTENT, AS NEEDED) _____

PM DROP OFF ADDRESS: _____

PM NEED? (ex. DAILY, M-W-F, INTERMITTENT, AS NEEDED) _____

ALTERNATE CONTACT NAME: _____

TELEPHONE NO.: _____

INFO VERIFIED BY SCHOOL _____ DATE VERIFIED

SCHOOL PERSONNEL – PLEASE ADD INFORMATION TO STUDENT RECORD IN E-SCHOOL