

*Sachem Central School District*  
**Transportation Office**  
51 School Street, Lake Ronkonkoma, New York 11779

## Bus Stop **Change Request** Form

Bus stops for the school year have been posted to the parent portal:  
<https://parentportal.eschooldata.com>

If the bus stop for your child is acceptable, **YOU DO NOT NEED TO COMPLETE THIS FORM!**

If you wish to request a change to the stop you have been assigned for any reason, you must notify Transportation by submitting a new Bus Stop Change Request Form.

Please return this form to the Transportation office for consideration via fax 631-471-1385 or email [jcervone@sachem.edu](mailto:jcervone@sachem.edu). They can also be dropped off directly to the Transportation Office at 51 School Street.

Please allow two business days for the request to be evaluated.

Student Name: \_\_\_\_\_ School Building: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

I live beyond the half mile walk zone for my school and have chosen the following stop for my child's bus stop:

Assigned Stop \_\_\_\_\_

Requested Stop \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Email: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **DATE:** \_\_\_\_\_

TRANSPORTATION ADMINISTRATOR SIGNATURE \_\_\_\_\_