

Sachem Central School District
Transportation Office
51 School Street, Lake Ronkonkoma, New York 11779
631-471-1380

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. 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: _____