

**Riverside Local Schools  
Transportation Department  
Change Location of School Bus Stop Request**

For the protection and safety of our students, a request to re-locate a student's school bus stop will only be accepted in writing from a custodial parent or guardian. Each request will be investigated and a follow up letter or telephone call with the final decision will be forwarded. While each request will be considered, do not assume that your request will be approved. Students are not to change his/her school bus stop without prior approval. It is not common practice of the Riverside Local Schools Board of Education to change a stop location for convenience or due to weather conditions.

Corner, cluster, or group stops is the current Board policy.

**PLEASE PRINT ALL REQUESTED INFORMATION.**

Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Which school does your child attend? \_\_\_\_\_

**REQUEST FOR LOCATION OF STOP CHANGE:**

\_\_\_\_ AM Change Request Bus # \_\_\_\_\_

From: \_\_\_\_\_ Current stop

To: \_\_\_\_\_ Requested stop

Reason: \_\_\_\_\_

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\_\_\_\_ PM Change Request Bus # \_\_\_\_\_

From: \_\_\_\_\_ Current stop

To: \_\_\_\_\_ Requested stop

Reason: \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return to:  
Riverside Local Schools Transportation Department  
585 Riverside Drive  
Painesville, Ohio 44077**

For Office Use Only:

Received On \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Signature \_\_\_\_\_