



FRANCIS HOWELL SCHOOL DISTRICT  
Transportation Department  
Phone: 636-851-6220



**AM/PM Alternative Transportation Request Form**

This form is required to be filled out if your child needs consistent transportation other than their home bus route, such as dual households or daycare providers within the school attendance boundaries.

**\*\*\*FORM MUST BE SUBMITTED TO THE SCHOOL BUILDING OFFICE AT LEAST 3 DAYS IN ADVANCE\*\*\***

Today's Date: \_\_\_\_\_ Date Requested For Transportation to Start: \_\_\_\_\_

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

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

Student Primary Address: \_\_\_\_\_

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

**Daycare/Sitter changes:**

Alternate AM Address: \_\_\_\_\_

Alternate PM Address: \_\_\_\_\_

**Dual Household information:** Students will be assigned a bus to and from both households if AM and PM addresses are provided and are only permitted within the school boundary. It is the responsibility of each family to maintain a consistent schedule to ensure students are transported to the correct house on the correct day.

Second AM Address: \_\_\_\_\_

Second PM Address: \_\_\_\_\_

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

Parent/Guardian Contact Number: \_\_\_\_\_

*(Below to be completed by Transportation Department and returned to school office)*

AM Bus Number: \_\_\_\_\_

AM Pick-up Time: \_\_\_\_\_

AM Bus Stop Location: \_\_\_\_\_

PM Bus Number: \_\_\_\_\_

PM Drop-Off Time: \_\_\_\_\_

PM Bus Stop Location: \_\_\_\_\_

\*School Building staff: Please scan this form to the Router/Dispatcher assigned to your building. Student information will be updated in student transportation record; form will be completed and returned to the school office within 48 hours.