East Allen County Schools Department of Transportation
Request for Daycare and/or Bus Stop Assignment Change (One form per student )

EACS transportation policy allows the following uses of alternate busing addresses, 5 days a week:
- A daycare address for both morning and afternoon busing; OR
- One address in the morning (home or daycare) and a second address in the afternoon (home or daycare); OR
- One address in the morning (daycare 1) and a second address in the afternoon (daycare 2).

We cannot accommodate multi day, multi destination busing (2 afternoons here, 3 afternoons there.)

STUDENT INFORMATION TO BE COMPLETED FOR ALL BUS RIDERS (please print or type):

SCHOOL: ________________________________________________
GRADE: ________________  SEX: ______               DATE OF BIRTH: _____/_____/_______
LAST NAME:  ________________________   FIRST NAME:________________ MIDDLE INITIAL:____
STREET ADDRESS:  ____________________________________APT-LOT:  ____ CITY:_____________
ZIP: _______    PARENT/GUARDIAN NAME: ________________________________
HOME PHONE: ______-__________    DAY TIME PHONE: ______-__________
PARENT/GUARDIAN EMAIL: _____________________________________________

Bus needed (Circle all that apply):

No AM Bus   AM from home   AM from daycare
No PM Bus   PM to home   PM to daycare

AM DAYCARE INFORMATION:

STREET ADDRESS:  ____________________________________APT-LOT:  ____
SITTER NAME:  _________________________________SITTER PHONE: ______-__
SITTER EMAIL:  ________________________________

PM DAYCARE INFORMATION:

STREET ADDRESS:  ____________________________________APT-LOT:  ____
SITTER NAME:  _________________________________SITTER PHONE: ______-__
SITTER EMAIL:  ________________________________

Parent Signature________________________________ Date________________________

All requested changes may take up to four school days to be implemented. The parent/guardian listed above will be contacted with the new busing information and starting date. The above information will used to determine the students’ bus stop assignment until a new request is made. Please email the Transportation Office at bussing@eacs.k12.in.us or call 446-0159 for change requests.