



SCHOOL BUS STOP CHANGE FORM

For security purposes, Dwight School Seoul does not allow students to ride on different buses. In special circumstances, students may request to ride a different bus. In these instances, a “SCHOOL BUS STOP CHANGE FORM”, signed by the bus coordinator and parent / guardian will be required.

Please note that approval of student bus transfer requests will depend on seat availability.

INSTRUCTIONS

- 1) Bring a signed form to the school bus coordinator’s office (Room # 117) by 1 p.m. of the day the bus transfer is required.
- 2) School bus coordinator will approve/disapprove the request based on seat availability.
- 3) If request is approved, bus coordinator will sign the form and give a bus stop change form to the student.
- 4) The student must hand in the school bus stop change form to the bus monitor (Mon, Fri only) or the bus driver(Tue to Thu)

SCHOOL BUS STOP CHANGE

Student's Name: _____

ID#(_____)

Grade: _____

Current:

Bus Route: _____

Bus Stop : _____

Change:

Date of transfer request: _____

Check One: Morning Afternoon

Bus Route: _____

Bus Stop : _____

Reason for transfer: _____

Parent/guardian's signature: _____

Date: _____

Bus coordinator's signature: _____

Date: _____

SCHOOL BUS STOP CHANGE

Student's Name: _____

ID#(_____)

Grade: _____

Current:

Bus Route: _____

Bus Stop : _____

Change:

Date of transfer request: _____

Check One: Morning Afternoon

Bus Route: _____

Bus Stop : _____

Reason for transfer: _____

Parent/guardian's signature: _____

Date: _____

Bus coordinator's signature: _____

Date: _____