

LCCS Transportation Email Template for Change from 5:30 pm Late Bus to 3:30 pm After-School Bus *

Instructions:

- This form must be sent via email **the day before the requested day** to the student(s)'teacher, Charlotte Kreutz, Ada Culbreth, Danielle Robinson and LCCS Bus Group. **(NO EXCEPTIONS** -A phone call may only be in addition to the email)
- No deviations from the student(s) regular route and bus stop.
- All fields in the body of the email **MUST** be completed including **backup/emergency contact information**. This form can only be used for a one day switch. If you wish for more than one day, you will need to send multiple emails.
- If there is no one to pick up the student(s), there will be a \$35 charge per student to return them to LCCS per the Transportation Policy manual. Students with signed parental consent form may walk home unattended.
- **Four requests per student per Think Tank session.**

Send email to: student's teacher, charlotte-kreutz@lccsnj.org, ada-culbreth@lccsnj.org, danielle-robinson@lccsnj.org, lccsbusgroup@googlegroups.com

Subject: Request for change for Late Bus to 3:30 Bus for [Child/Children's Name(s) and Grade(s)]

----- Body of email -----

Today's date: **(Must be at least one day before)**

Parent/Guardian's name:

Mobile/daytime phone number:

Date of requested change: **[From 5:30 pm late bus to 3:30 pm bus]**

Student(s) Regular Bus Route (either 101 or 201):

Student(s) Regular Stop:

Number of Student(s) in the family requesting change:

First Student's Name:

First Student's Grade and Homeroom Teacher:

Second Student's Name:

Second Student's Grade and Homeroom Teacher:

Individual responsible for picking up student(s):

Mobile/daytime phone number:

Backup/Emergency contact:

Mobile/daytime phone number:

I agree to have my child/children take the afternoon as indicated above. I confirm that either a parent or authorized caretaker will be present at the bus stop to pick up the child/children. I have read the Guide to the Private Bus Service and understand that if there is no one to pick up the student(s), it will result in a \$35 charge per student for them to be returned to the school. Students with signed parental consent form may walk home unattended.