

## Bus Change Request Form

Students are not allowed on a different school bus without permission from the school. Parent/guardian is to complete the form below and send it to the School Bus Service Manager by email: [azeng@uisgz.org](mailto:azeng@uisgz.org) or in hard copy latest by **12:00** of the day the change will happen.

Other ways of notification of the bus change in a written form are also acceptable. The bus change of primary students can be notified by parent/guardian through class teacher with a signed *Bus Change Request Form* or a written notice in the primary school communication book. Parent/guardian of secondary children is to indicate his/her written consent of the change in the student diary.

Student's name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Date(s) of change: \_\_\_\_ (dd) \_\_\_\_ (mm) \_\_\_\_ (yy) to \_\_\_\_ (dd) \_\_\_\_ (mm) \_\_\_\_ (yy)

Regular bus Number: \_\_\_\_\_

Change to bus (if you do not know the number of the bus, please specify the place or reason so that the school bus service manager will arrange accordingly): \_\_\_\_\_

Reason for the change:

\_\_\_\_\_

\_\_\_\_\_

Phone number of parent/guardian: \_\_\_\_\_

Parent/guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_