

**NORTH CENTRAL LOCAL SCHOOLS**  
**400 Baubice St.**  
**Pioneer, Ohio 43554**

**ADMINISTRATION**

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**BOARD OF EDUCATION**

Mr. Homer Hendricks, President  
Mr. Anthony Burnett, Vice President  
Mrs. Leigh Boothman  
Mr. Tim Livengood  
Mr. Shane Martin

Mr. Eric Smeltzer, Treasurer

**Transportation Change Request Form (for up to 2 days)**

Dear Parent/Guardian,

This form, completed in its entirety, is due to the school office for any changes to your child's transportation for the date(s) indicated. Time is needed to communicate changes to students, teachers, bus drivers, and office staff. This completed form should be delivered or emailed to Eric Moreland, Transportation Supervisor, emoreland@northcentralschool.org or the Board of Education office, jhenry@northcentralschool.org, by the times listed below:

- For changes that involve a morning change only: one day prior to the change
- For changes that involve a morning and afternoon change: one day prior to the change
- For changes that involve an afternoon change only: before 10:00 am the day of the change

Parents are strongly encouraged to keep bus routes consistent to eliminate confusion, especially for our youngest students. To ensure the safety of your child, we will only accept this form for transportation changes up to two days – faxes, phone calls, or hand written notes will not be accepted. Again, please only use this form for transportation changes to your child's transportation schedule and deliver or email to Eric Moreland, Transportation Supervisor, emoreland@northcentralschool.org or the Board of Education office, jhenry@northcentralschool.org by the times listed below:

**STOP** - Do not complete this form if you need to make a permanent change. If you need to make a permanent change to your child's transportation schedule, please complete the "Permanent Transportation Change Form." This form is available in the Elementary, JH/HS or Board of Education office or can be found on the NCLS website under "Transportation forms". Any permanent changes due to a move must also have residency documentation updated within the school office. Permanent changes must be processed through NCLS Transportation Department and will take at least two (2) business day to change a student's current route on file.

Complete this form if today, tomorrow, or later this week, you need to change your child's bus route **FOR UP TO 2 DAYS**. *Turn in a form for the 1 (or) 2 days needing a change in bus route. To ensure the safety of your child, we will only accept this form for transportation changes up to two days – faxes, phone calls, or hand written notes will not be accepted.*

**Transportation Change Information (Please print clearly)**

Date (s) for requested 1 or 2-day change: \_\_\_\_\_ (mm/dd/yyyy)

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

- For changes that involve a morning change only: one day prior to the change
- For changes that involve a morning and afternoon change: one day prior to the change
- For changes that involve an afternoon change only: before 10:00 am the day of the change

**I am requesting transportation change on the date (s) indicated above for (check one):**

Day 1: Morning Only: \_\_\_\_\_ Afternoon Only: \_\_\_\_\_ Both Morning & Afternoon: \_\_\_\_\_

Day 2: Morning Only: \_\_\_\_\_ Afternoon Only: \_\_\_\_\_ Both Morning & Afternoon: \_\_\_\_\_

This is the address for the transportation change request: \_\_\_\_\_

*Note: Student will be dropped off or picked up at the nearest designated stop.*

This is the Bus Route # for the transportation request change: \_\_\_\_\_ (leave blank if not known)

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

Date: \_\_\_\_\_ (mm/dd/yyyy)

Questions: Please contact your child's school or the Transportation Department at 419-737-2392 (or) 419-737-2346

**For Office Use Only:** Date Received \_\_\_\_\_ Initials of Office Staff \_\_\_\_\_ Verified by \_\_\_\_\_