

**Hopkinton Public Schools
Bus Route Inquiry / Change Request Form**

Dear Parent/Guardian:

Please refer to School Committee policy EEA, Transportation of Students, available on the website, before submitting this form to the Transportation Coordinator (specific policy reference required). You may also request a copy of the policy from the Transportation Office at (508) 417-9381.

All information on this form must be complete and accurate to be able to respond to any inquiry or route change request. Please return this form to: Hopkinton Public Schools, 89 Hayden Rowe Street, Hopkinton, MA 01748, Attention: Transportation, or by e-mail/scan to transportation@hopkinton.k12.ma.us

Student Name: _____ School: _____

Student Address: _____ Grade: _____

Current Bus # _____ Please circle: AM PM Both

Submitted By: _____ Address: _____

Phone: Home: _____ Work: _____

Cell: _____ Email: _____

Nature of Bus Route Inquiry/ Change Request:

Specific Policy Reference:

Office Use Only

Date Received:

Action Taken:

Notification Given:

Requests received before September 16 will be responded to by September 30. Requests received between September 16 and October 1 will be responded to within ten (10) school days of receipt. Requests received after October 1st will be responded to within five (5) school days of receipt.

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