



# PALM BAY ACADEMY



## Transportation Change Form

Permanent Change: \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If more than 1 weeks' time, mark "Yes" – Remember to fill out a new change form to revert back)

Date(s) of Change: \_\_\_\_\_  
(changes must be within 1 weeks' time )

Teacher Name \_\_\_\_\_ Grade \_\_\_\_\_

Student First & Last Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Home# \_\_\_\_\_ Work # \_\_\_\_\_ Cell# \_\_\_\_\_  
(All above information must be filled out in order to complete this change)

### I AM CHANGING TRANSPORTATION

#### FROM...

**Check One ONLY!**

- ASSIGNED school bus # \_\_\_\_\_
- Car Loop Pickup
- Walker/Bike Rider
- Day Care Van \_\_\_\_\_  
(Day Care Name)

#### TO...

**Check One ONLY!**

- ASSIGNED school bus # \_\_\_\_\_
- Car Loop Pickup \*
- Walker/Bike Rider
- Day Care Van \_\_\_\_\_  
(Day Care Name)

\* In case of changing to car loop pick up, person picking up must be on the student's pick up list. Please verify pick up list with the school.

A form must be filled out for each change and will only be in effect for that date or, if it was marked permanent, until the next form is received. If changes have been frequent, the last form received (with the latest date) will be considered the "normal" mode of transportation to be followed. If changes are for more than 5 consecutive days (1 week Mon-Fri), mark the change Permanent. Please fill out the necessary forms to cover the time needed (i.e. If the dates of change = 10-22 through 10-24-14 and 10-29, two forms will need to be filled out. For changes 10-20 through 10-31-14 consecutively, only one form is needed).

This form can be found on the [www.palmbayacademy.org](http://www.palmbayacademy.org) website and hard copies can be obtained at the Front Office.

### PLEASE NOTE

Due to the Jessica Lunsford Act, we are no longer able to accept transportation changes verbally, via phone calls/messages, text message, email, or voice mail. A Parent/Guardian must give **advance written, dated, and signed notice using the "Palm Bay Academy Transportation Change Form"** to the Front Office when requesting a child be released to someone other than the designated person(s) **or** for any other change made in your child's transportation means. Incomplete forms will not be honored. **There will be no exceptions.**

Changes must be made a minimum of 24 hours prior to pick up/dismissal. All changes must be made using the Palm Bay Academy Transportation Change Form and be signed by the parent/guardian designated in the school's database. If the transportation change form is not received by the front office by 11:00 am the morning of the change, the child will follow the previously arranged transportation. It is not the teacher's responsibility to make sure the change form reached the front office. If you choose to send the transportation form via your student and it is not received by the front desk, the child will follow the previously arranged transportation. This form is critical and is for your child's protection. We thank the parents and guardians in advance for your understanding and cooperation in keeping our children safe.

#### Questions...

1. When should I fill out this form – The Transportation Change Request Form is to be used whenever your child has a change in the normal mode of transportation home from school.
2. What is considered "Normal mode of transportation" – the means of transportation home that is usually taken everyday by the student
3. What is a "permanent change" – any change that supersedes a previously normal mode of transportation for an extended period of time
4. When do I need to fill out more than one "Transportation Change Form" – if the means of transportation you wish your student to take home is different than the last note sent in or different from the means of transportation home that is usually taken everyday by the student (i.e. if student usually takes the bus, then for a few days is a car loop pick up, then is back on the bus, this would require two notes.
5. Where can I find a copy of the "Transportation Change Form" – this form can be found online at [www.palmbayacademy.org](http://www.palmbayacademy.org) or at the Front Desk.