

St. Francis of

Accredited by the NEASC
Commission on
Independent Schools



Assisi School

850 Washington Street
Braintree, MA 02184
(781) 848-0842 • Fax: (781) 356-5309
www.sfab.org

STUDENT TRANSPORTATION CHANGE

INSTRUCTIONS

Attached please find 8 student transportation change forms. Please fill out ONE form each time your child has any change in his/her regular routine for going home or to change previously made arrangements from St. Francis of Assisi School. Send one form in on the day he/she has any change from his/her normal transportation home.

Important notes:

- Students are not allowed to change buses to ride to a friend's house. Students are only allowed to ride on his/her assigned bus to and from school.
- We do not dismiss a student after 1:30pm unless it is an emergency
- If the change in transportation home is involving another parent/guardian a note must be received from both parents/guardians.

Examples of when to use this form:

Send John Smith home on his regular bus instead of going to Extended Day today.

Kathy Adams will be dismissed by her mother at 10:00am

Mary Jones will be picked up by mom on Tuesdays until further notice.

My son, Peter Smith will be going home with Mrs. Davis. Signed: Mrs. Smith

AND

I Mrs. Davis will be picking up Peter Smith today from school. Signed: Mrs. Davis

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My Child, _____
on bus _____ in _____
class has a change in his/her regular
transportation home for:
TODAY ONLY: _____
REST OF WEEK: _____
UNTIL FURTHER NOTICE: _____
OTHER: _____

My Child, _____
on bus _____ in _____
class has a change in his/her regular
transportation home for:
TODAY ONLY: _____
REST OF WEEK: _____
UNTIL FURTHER NOTICE: _____
OTHER: _____

He/She will:
Be dismissed at _____:_____
Be picked up by: _____
Other
(specify): _____

He/She will:
Be dismissed at _____:_____
Be picked up by: _____
Other (specify): _____

Signed: _____

Signed: _____

Date: _____

Date: _____

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on bus _____ in _____
class has a change in his/her regular
transportation home for:
TODAY ONLY: _____
REST OF WEEK: _____
UNTIL FURTHER NOTICE: _____
OTHER: _____

He/She will:
Be dismissed at _____:_____
Be picked up by: _____
Other (specify): _____

He/She will:
Be dismissed at _____:_____
Be picked up by: _____
Other (specify): _____

Signed: _____

Signed: _____

Date: _____

Date: _____

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TODAY ONLY: _____
REST OF WEEK: _____
UNTIL FURTHER NOTICE: _____
OTHER: _____

He/She will:
Be dismissed at _____:_____
Be picked up by: _____
Other
(specify): _____

Signed: _____

Date: _____

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on bus _____ in _____
class has a change in his/her regular
transportation home for:
TODAY ONLY: _____
REST OF WEEK: _____
UNTIL FURTHER NOTICE: _____
OTHER: _____

He/She will:
Be dismissed at _____:_____
Be picked up by: _____
Other (specify): _____

Signed: _____

Date: _____

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Be picked up by: _____
Other (specify): _____

Signed: _____

Date: _____