



# Courtesy Seat Request Form

---

**FOR COMPLETION BY PARENT/LEGAL GUARDIAN**

School: \_\_\_\_\_ Date: \_\_\_\_\_

Student 1: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_ HmRm: \_\_\_\_\_

Student 2: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_ HmRm: \_\_\_\_\_

Student 3: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_ HmRm: \_\_\_\_\_

Parent/Legal Guardian: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**CIVIC ADDRESS** – Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_ Community: \_\_\_\_\_

Current bus route assigned to: \_\_\_\_\_ (if applicable)

**REQUEST OPTIONS:**A) Courtesy Seat on bus route (other than your assigned one) and bus stop: \_\_\_\_\_ / \_\_\_\_\_  
OR (route) (bus stop requested)B) Change in the bus stop along your assigned route: \_\_\_\_\_  
(bus stop request)

Duration for which you are requesting this Courtesy Seat or Bus Stop:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

*Note: maximum – all of current school year, minimum - 1 week***Rational for Request:**

---

---

---

I, \_\_\_\_\_ wish to have my custodial child(ren) (indicated above) avail of a courtesy seat(s) as defined by the Eastern School District. I understand that, if approved by the school administrator, this approval can be rescinded at any time (1 weeks notice) of the seat(s) is required for an eligible student or in extenuating circumstances at the discretion of the District.

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

---

**FOR SCHOOL COMPLETION ONLY:**

School: \_\_\_\_\_ Contractor: \_\_\_\_\_

Student: \_\_\_\_\_ Approved:  Not Approved: 

Route: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Student: \_\_\_\_\_ Approved:  Not Approved: 

Route: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Student: \_\_\_\_\_ Approved:  Not Approved: 

Route: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

School Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If APPROVED, a copy of this section ONLY must be distributed to Contractor/Regional Manager with a minimum 2 working days notice.*