

# Courtesy Seat Request Form

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## FOR COMPLETION BY PARENT/LEGAL GUARDIAN:

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

Student 1: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Student 2: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Student 3: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_ Homeroom: \_\_\_\_\_

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 request) (bus stop request)

B) Change in 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:

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 I understand that, if approved by the school administrator, this approval can be rescinded at any time (1 weeks notice) if the seat(s) is required for an eligible student or in extenuating circumstances at the discretion of the District.

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

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## FOR SCHOOL COMPLETION ONLY:

School: \_\_\_\_\_ Contractor/Board Owned Depot: \_\_\_\_\_

Student: \_\_\_\_\_ Approved:  Not Approved:   
Route: \_\_\_\_\_ Bus Stop: \_\_\_\_\_ Start/End Date: \_\_\_\_\_

Student: \_\_\_\_\_ Approved:  Not Approved:   
Route: \_\_\_\_\_ Bus Stop: \_\_\_\_\_ Start/End Date: \_\_\_\_\_

Student: \_\_\_\_\_ Approved:  Not Approved:   
Route: \_\_\_\_\_ Bus Stop: \_\_\_\_\_ Start/End Date: \_\_\_\_\_

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

If APPROVED, a copy of this section ONLY must be distributed to the Contractor or Local District Student Transportation Representative (if applicable to Board Owned Services)

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