



REQUEST FOR CHANGE OF STUDENT DROP OFF STATUS

All students who ride on PPS Transportation Services and have been assigned to Special Ed bus or sedan service by default **must be met at the door of the school bus or cab by a responsible person**. This default drop off status will remain in place until there is a signed change authorization on file in the District's Transportation Department.

To request that your child be left unattended or dropped off with visual contact between the driver and a responsible person of your designation, complete the appropriate portion of this form and return it to the address as shown above. Please print clearly. Forms that are not easily readable could delay processing and service. The signed request will remain valid while the student remains at the school designated below. The status will be reviewed with the driver and parent at the beginning of each school year.

Parent/Guardian Name (please print clearly): _____

Parent/Guardian Phone Number: _____

Student Name: _____

School Site: _____ PPS ID# _____ Grade: _____ DOB: _____

UNATTENDED DROP OFF (Y)

My child, _____, may be left unattended at the drop location without being met by a responsible person. I understand that, under this arrangement, **I am responsible, and Portland Public Schools is not responsible, for the safety of my child after my child leaves the bus or cab**. I have made provisions for my child's safety at the drop location.

(Signature of Parent/Guardian)

(Date)

OR

VISUAL CONTACT REQUIRED DROP OFF (V)

My child, _____, may be left at a drop location only when a responsible person is clearly visible by the driver. I understand that, under this arrangement, I will ensure that a responsible person is clearly visible from the drop location when my child leaves the bus or cab. I have made provisions for my child's safety at the drop location. **I understand that Portland Public Schools is not responsible for the safety of my child after my child leaves the bus or cab**.

(Signature of Parent/Guardian)

(Date)

For Transportation Use Only

Effective Date _____ Signed _____

NOT VALID UNTIL PROCESSED BY TRANSPORTATION OFFICE

(see back for processing procedures)

PROCEDURE FOR CHANGING DROP OFF STATUS OF A STUDENT:

1. Complete the "Request for Change of Student Drop Off Status" form. Be sure to write the student's name and their school clearly on the form. Unreadable forms will delay the processing in the Transportation Department.
2. Return the form to PPS Transportation either by mail at:

716 NE Marine Dr
Portland, OR 97211

Or by handing the form to your driver.
3. The change in drop off status is not authorized until the signed form is processed in the Transportation Department.
4. The driver will be notified when the request is processed. The driver will notify you about the change in status.
5. If you have any questions or concerns, please contact the PPS Transportation Department at 503-916-6901, transportation@pps.net or by visiting our website at <http://www.pps.k12.or.us/departments/student-transportation/index.htm>

(Form approved by Portland School District Legal Counsel)