



PORTLAND PUBLIC SCHOOLS

STUDENT TRANSPORTATION SERVICES

716 N.E. Marine Drive • Portland, OR 97211-1099

Telephone: 503-916-6901

Fax: 503-916-2045 • 503-916-2707

REQUEST FOR CHANGE OF SPECIAL ED DROP OFF PROCEDURES

All special education students who have transportation listed as a “related service” on their Individualized Education Programs (IEPs) must be met at the door of the school bus or cab by a responsible person unless this authorization (jointly signed by a parent/guardian and principal/program) is on file in the District’s Transportation Department. To request that your child be left unattended, or left 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 school your child attends. If the principal denies this request, a responsible person must meet the student at the door of the school bus or cab. This form must be renewed whenever student changes school sites.

Andy Leinbenguth, Director

I hereby request that my child, _____, 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

I hereby request that my child, _____, 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. 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 School Use Only

Approved _____ Denied _____ School _____ Signed _____
(Principal/Program)

Denial Reason _____

For Transportation Use Only

For School Year _____

Effective Date _____ Signed _____

(Approved by Portland School District Legal Counsel) Route _____ Run _____

NOT VALID UNTIL PROCESSED BY TRANSPORTATION OFFICE

(See back for procedures)

PROCEDURES FOR CHANGING SPECIAL ED DROP OFF STATUS

1. Parent completes form.
2. Parent sends/delivers completed form to attending school.
3. School/Program approves or denies request. If denied, School/Program will notify parent/guardian.
4. School forwards request to Student Transportation.
5. If approved, and after form is received, Student Transportation will process request and put into effect within three school days.
6. Requests must be renewed when changing school sites.