

**ANN ARBOR PUBLIC SCHOOLS TRANSPORTATION SERVICE REVIEW PROCEDURE
PARENT QUESTIONS AND CONCERNS**

This form has been developed to enable parents and guardians to communicate questions and concerns about the recently adopted transportation program and/or any other questions about a bus stop or bus route to the transportation department.

Bus stop and routes are built based on district policies. Reviews are performed during the summer of each year by the transportation department and may include consultation with law enforcement. Stop locations and times are subject to minor revisions after the start of the school year since bus loads and routes are frequently adjusted.

It is the goal of the department to respond to parents/guardians as soon as possible after receipt. Requests will be prioritized and reviewed as time permits. You will be notified by the transportation department when your request has been reviewed and a determination made.

Durham School Services/Ann Arbor Public Schools Transportation Department

Please complete the form below and e-mail to: egallagher@durhamschoolservices.com

This section to be completed by requestor:

Person making request: (First, Last)		Today's Date:	
Relationship to student:		Date of incident: (if applicable)	
Cell phone #:		Home/Work phone #:	
Best time to call:		Email address:	

Student Full Name: (First, Last)			
Student ID #:		Student grade:	
Student school:		Route #:	
Student assigned stop:			

Check Appropriate Box:	Question/Concern/Compliment:
<i>Do not know bus stop</i>	
<i>Stop change request</i>	
<i>Location of bus stop</i>	
<i>Compliment</i>	
Parent Suggested Resolution:	
<i>Length of time on bus</i>	
<i>Bus is late to school</i>	
<i>Other Request/Concern</i>	

This section to be completed by Durham School Services/Ann Arbor Public Schools Transportation Department

Assigned to:		Date:	
Follow up date:		Follow up date:	
Follow up date:		Follow up date:	
Tracking number:	Resolution:		