

# Ocean Drive Elementary School

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**Richard Reyes**  
Principal

**Simon Keays, Kristy Nance**  
Assistant Principals

## **Transportation Change Policy:**

To ensure the safety and security of students, **all** transportation changes **must** be provided in writing and presented to the front office 24 hours prior to the initiation of the change, whenever possible. No transportation changes will be made via telephone calls.

Transportation changes must contain the following information:

- Today's Date (date of note)
- Student's Name (first and last)
- Student's Homeroom Teacher
- Student's current mode of transportation.
- Student's change in transportation
- Date the change is to begin
- Date the change is to end (if not a permanent change)
- Parent's printed name and contact number
- Parent Signature.

**\*\*\*\*As per district transportation policy, students are not permitted to ride the bus without a completed bus form on file at the school's front office. Bus Forms are available at the front office for completion by the parent prior to the student's attendance on the bus.**

