

Palmetto Bays Elementary

Transportation Change Policy

PBE requires **written** notification for a change to be made to student transportation. No student may be released on the basis of a telephone call. Parents must send a dated note to the child's teacher with:

- Contact phone number to use for verification
- Details of the change i.e., bus number and bus stop location or car rider
- Parent signature
- Date of change

Parent Signature: _____

Date: _____