



# NORTH PANOLA SCHOOL DISTRICT

## Transportation Department

470 Hwy. 51 North

Sardis, MS 38666

Phone: (662) 487-2305

Fax: (662) 487-2050

Cedric Richardson, Superintendent

## NPSD Procedure for Bus Changes

Often parents find it necessary to change a student's placement from one bus to another. A specific process is in place that is required to implement this change. **Bus changes will not be accepted by phone.**

The process requires the following:

1. Parents must send the appropriate information to the student's teacher or stop by the school's main office. This information must be received before a bus change can take place.

- Name of student
- Parent contact information, phone number
- Address of student destination
- Contact information for student destination, including a phone number
- Dates of change (If a change applies for the entire year, one notice will suffice. However, if the change is temporary, a note must be sent for each day.)

2. Teachers will send the note to the school office to have the change logged on the bus change form.

3. The student will receive a copy of the bus change form to present to the driver upon boarding the school bus.

If you have questions, contact **Mark Gross**, Transportation Coordinator (662) 710-7037 or [mgross@northpanolaschools.org](mailto:mgross@northpanolaschools.org)

*Vision: To be a world-class educational system which gives students the knowledge and skills to be successful in college and in the workforce.*

*Mission: To ensure intellectual and personal excellence*

*"Leadership, Collaboration, Innovation"*



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## Bus Change Form

Date \_\_\_\_\_ School: CPS GIS NPMS NPMS

Please allow \_\_\_\_\_ to ride bus \_\_\_\_\_

to \_\_\_\_\_ at \_\_\_\_\_  
(place) (address)

for \_\_\_\_\_.  
(day/date(s))

Special Instructions \_\_\_\_\_

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Teacher \_\_\_\_\_

Guardian \_\_\_\_\_

Guardian contact number \_\_\_\_\_

**PRINCIPAL** \_\_\_\_\_

Driver must have: Proper address, contact phone numbers.

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