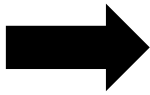




Transportation Change Requests



If a situation arises where you must change the way your child is getting home from school, please contact the front office immediately.



CHANGES MUST BE RECEIVED BY 2:00



You may contact us, in writing, in any of the following ways:

- By emailing Mrs. Winterroth at winterrothW@lisd.net and Mrs. Chopra at chopraA@lisd.net. Please also include your child's teacher in the email. Teacher emails can be found on the Rockbrook Website under the "Academics" tab. Emails must be sent before 2:00.
- By fax at 972-350-9139 before 2:00.
- In person by filling out Transportation Change Request Form before 2:00.
- By sending a note in your child's folder the morning of the change.

Please include all of the following information in your request:

- Student name
- Teacher name
- Your name
- Phone number where you can be reached at dismissal time.
- Specific details on how your child is getting home (including bus number and/or name of apartment complex, name of person picking up, etc.)
- Your signature and today's date

For the safety of all of our students, transportation change requests are not accepted by phone except in cases of extreme emergency and with principal approval. Thank you for your support!