



Changes in Transportation

COMMUNICATING PERMANENT/TEMPORARY CHANGE

If there are any changes in your child's procedures at the end of the school day, transportation changes can now be accepted in the following ways:

- **HANDWRITTEN** -Transportation changes can sent in with the student and must have a parent signature.
- **EMAIL** – Transportation changes will be accepted via email at the following email address **ONLY - WelchTransportation@cowetaschools.net**. A copy of the parent or guardian's ID must be attached or included in the email. Transportation change requests without an ID will not be approved.

Please include the date and indicate whether the note is for one day only, "until further notice" or a "permanent change."

If we do not receive a note from you, your child will be sent home using the normal routine as indicated on their current transportation information form.

To insure the safety of your child, changes through phone, fax, or Class DOJO are not permitted

No changes are permitted after 1:30.

If your child is being checked out early, you must send a note to the teacher including the name of the individual who will be picking up your child. Students will not be released to individuals not listed on the Green Emergency Card unless there is a note with that individual's name included and a photo ID must be presented.

ADDRESS CHANGE: For address changes during the calendar year, please notify the front office. An Affidavit of Residence along with two proofs is required for any change of address. Two proofs of residency must be provided.

An Affidavit of Residence can be completed in our front office. Photo ID must be presented and affidavit must be signed in the presence of the notary.

Transportation Change Email (must attach photo ID of parent/guardian):

WelchTransportation@cowetaschools.net