

# Bus Request Process

## Schools

Step 1:	Discuss with principal/supervisor prior to filling out Bus Request
Step 2:	Bus Request is found on District Website under Forms
Step 3:	Teacher/Staff/Administrator fills out Bus Request Form Online
Step 4:	Principal Approval Needed
Step 5:	Transportation Director Approval Needed
Step 6:	Superintendent Approval Needed
Step 7:	A confirmation of Approval/Denial will be sent by email