



Long Beach Public Schools
Transportation Department
659 Lido Boulevard,
Lido Beach, NY 11561
P: (516) 897-2132
F: (516)-897-2309
www.lbeach.org

Mr. David Weiss
Superintendent of Schools

Dr. Michele Natali
Executive Director-Office of Human Resources

Mr. Michael I. DeVito, Esq.
Chief Operating Officer

Mr. Christopher Malone
Transportation Supervisor

Please fill out this form electronically by typing your information, then saving form on your computer and sending via email to: changerequest@lbeach.org. You can also print, fill out and fax or email.

Dear Parent or Guardian:

Please take this opportunity to fill out this "Change Request" form for your children(s) stop. Please express your concerns about your child's stop. Please fill this form out accurately and give as much detail as possible which will enable this department to make accurate assessments. Due to the inflow of these forms during the first month of school, it will take 3-4 weeks from receipt of this report to assess parent concerns and to either grant or deny requests.

Please check that which applies to your concern:

Guardian's Name: _____ Student's Name: _____

Address: _____ School: _____

Email: _____ Route#: _____ Bus#: _____

Driver's Name: _____

Stop Location: _____

Your Bus Pass Stop Time AM: _____ PM: _____

1. Bus Stop Change
2. Alternate Stop Location
3. Pick-up/Drop-off time
4. Routing Issue
5. Custody/Visitation Schedule
6. Extra-Curricular Transportation
7. Walk Distance to assigned stop/cul-de-sac entry
8. Safety Concern
9. Parent/Guardian Medical Restriction/Disability
10. Elderly Babysitter
11. Transportation Eligibility (Mileage from School of Choice)
12. Other



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Detail Explanation:

For Office Use:

We have reviewed/evaluated your concerns and provide you the following outcome:

Your child's current transportation scheme meets New York State and LBUFSD guidelines, laws, policies and best practices and will remain unchanged.

Your letter is being addressed and changes will be made to your child's transportation scheme. A new bus pass will come to your child through their school or email.

Your matter requires further investigation requiring additional resources including mapping, photographs and/or site visit. You will be contacted by phone or personal letter/email when this process is complete.

With Kind Regards:

Christopher Malone

Director of Transportation

****The LBUFSD Transportation Department understands the difficulties and challenges that today's families face. Many of us are parents and grandparents as well. We cannot possibly fulfill every request for preferred services as we transport approximately 3,300 children on 55 buses over three hundred thousand miles annually****