

# Transportation Change Request Tool

Transportation Change Request is the ultimate solution for schools to streamline the daily processes of student transportation changes. Designed with parents and school staff in mind, this tool simplifies the process of requesting and managing transportation adjustments.

With Transportation Change Request, parents can easily submit requests for temporary or permanent changes to their child's transportation arrangements. Whether it's a last-minute change due to unexpected circumstances or a planned adjustment for the school year, our user-friendly interface makes it simple.

## Benefits

- Fully integrated with Infinite Campus
- Real-time email notifications to keep parents and school staff informed at all times
- Easy parent portal request process for parents
- Customizable settings

### New Request

Welcome to the Daily Transportation Change request form. This form is for daily changes only to be submitted the day of. If you need to make a permanent transportation change, please contact your front office of your school. If you have any questions or need assistance, please contact the front office of your school.

#### Student:

Findley Addison

#### Duration:

One Time

#### Select One Time Date

6/26/2024

#### Transportation Change:

Car Rider

#### Explain the transportation change.

Findley needs to be a car rider today.

Submit Request

## Features

### Request Dashboard

The master list of all transportation change requests. This list can be filtered to show All, Pending, Approved, or Denied requests. Other filters include sorting by parent, student, duration, type, date requested, and start of change. Approve or deny requests from this dashboard.

### Staff Dashboard

Staff dashboard gives staff access to transportation change information.

### Parent Portal Availability

Parents have the ability to submit a transportation change request at any time through their parent portal account.

### Customizable Settings

Schools have the ability to customize settings including transportation types, request questions, and communication options, and other general options.

