



LIBERTY HILL INDEPENDENT SCHOOL DISTRICT

Liberty Hill Independent School District

Effective 01/23/2017

TRANSPORTATION CHANGE REQUEST

LIBERTY HILL INTERMEDIATE SCHOOL

All Liberty Hill Intermediate School transportation changes need to be submitted via email to: LHIStransportationchanges@libertyhill.txed.net

- ▶ A request needs to be made within 24 hours of the transportation request.
- ▶ The deadline for submitting a change to your student's transportation is 2:00pm.
- ▶ DO NOT submit an email after that time, it will not be processed.
- ▶ Please include the following in the email:
 - a. Student's full name
 - b. Student's grade level
 - c. Student's homeroom teacher
 - d. The transportation change you want made for today
 - e. If it is a bus change, include the address that the student is riding the bus to and the bus number, if you have it available.



Notes, phone calls, text messages and emails sent to any other email other than the one indicated on this notice, will NOT be accepted.

FIND YOUR BUS NUMBER

