

Moody ISD PROCEDURES FOR TRANSPORTATION CHANGES



These procedures are put in place to protect ALL of our Moody ISD children. We understand that emergencies may occur and we will handle those with the utmost urgency and professionalism. Timely COMMUNICATION with each campus office staff is very important. When parents constantly change a student's transportation schedule it creates confusion and safety issues for not only your child but other children and our transportation staff.

1. Please make sure that any transportation changes for the day are sent with your student in the morning and have your signature.
2. Make sure that your student's full name is written on any note that you send along with your signature.
3. **Transportation changes after 2:20 PM cannot be accepted except in case of emergencies.** We will document each transportation change per the Superintendent's request. We strive very hard to make sure all of our students get home correctly and safely and last-minute changes tend to make that more difficult.
4. If you need to make a change during the day before 2:20 p.m., **you must call the school office.** Our school phone numbers are: Moody Elementary- 254-853-2155, Moody Middle School- 254-853-2181 and Moody High School- 254-853-3622. **We will request the change "in writing" with your signature every time there is a change. This is to protect your child.** Call the campus for the fax number and or email address prior to 2:00 pm. If a fax machine is not available for you, you may also write it on a piece of paper with your signature, take a picture of the written page and email it to the campus. Again, you must call the school office so that you know exactly to whom you should address your email. Whether you send your note by fax or email, **it is essential that you receive confirmation from our staff** to ensure that your email or fax has been received.

As always we welcome your input as we continually monitor and work to improve the educational experience for your child.

Thank you,

Moody ISD Administration