

# How to Request a One-Time Change to Your Transportation Service and/or Times?

*Last Updated: July 27, 2021*

If your school calendar information (such as contact days, non-contact days, vacation days and early releases) changes during the school year, please follow the following steps to avoid service interruptions:

**STEP 1:** Update all period schedules in Infinite Campus with the desired one-time change in service. If you need assistance, please contact your Scheduling Support Partner. If you do not know who your Scheduling Support Partner is, please reach out to [David Woessner](#), Supervisor with DPS DoTS. Charter schools, please reach out to your [CISS partner](#).

**STEP 2:** Send an email notification with the desired one-time change in service at least two (2) weeks in advance to [Steve Clark](#), Operations Director with DPS Transportation Services.

**STEP 3:** DPS Transportation Services conducts a feasibility review of your request.

**STEP 4:** Request approvals or denials are communicated via email sent by [Steve Clark](#), Operations Director with DPS Transportation Services, to the original sender of the request within 2-3 business days. If your request is approved, no further action is required. If your request is denied and your school requires transportation services at the originally agreed-upon times, Infinite Campus should be updated to reflect that.