



# School Crossing Guard Request Form

This form is designated for use by school districts and private schools (within Dallas City limits) requesting new and/or additional crossing guard services for intersections near elementary schools.

Please forward the completed form to [clifton.knight@dallas.gov](mailto:clifton.knight@dallas.gov) for consideration. Once received, Dallas School Crossing Guard Program Liaison will submit the request to the Department of Transportation for a field assessment. This process may take up to **60 business days**. Upon completion of the required assessment, the results will be emailed to the requester **within 5 business days**.

**Please PRINT the following information:**

Requester Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Guard Requested At: \_\_\_\_\_

Residential or Commercial Area? \_\_\_\_\_

Approximate the Number of Children Using this Route: \_\_\_\_\_

How Many Crossing Guards Does the School Currently Have? \_\_\_\_\_

Location(s) of the Current Crossing Guards:

\_\_\_\_\_ & \_\_\_\_\_

\_\_\_\_\_ & \_\_\_\_\_

\_\_\_\_\_ & \_\_\_\_\_

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_