



Transportation Department  
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### EXCEPTION TO ELIGIBILITY TRANSPORTATION SERVICE REQUEST

Our automated Bus Routing Software assigns students to bus stops based on their school of attendance, grade and home address. Many students attend SUSD schools through the open enrollment process or attend a Choice school and are therefore ineligible for transportation services. Additionally, many students live in the non-bussing boundary of their home school and are therefore ineligible for services.

If you wish to request an exception to your child's eligibility for service, this form will need to be filled out completely and returned to the Transportation Department each school year for which the exception is requested. We will accommodate requests for exceptions with the proviso that we have sufficient available seating on the nearest bus route to your address or the route servicing the bus stop which you have identified. It is important that your child utilize only the route/bus for which approval has been made.

Please allow (5) five days for the Transportation Department to determine if an exception can be made and to authorize and communicate a change if approved. Please use one form for each school of attendance of affected students.

School Year: \_\_\_\_\_ School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Day time Phone: \_\_\_\_\_

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

Home Street Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_ My Child is currently NOT eligible for Transportation Services

Reason for exception: \_\_\_\_\_  
Non-Bussing Attendance Boundary \_\_\_\_\_ In-District Open-Enrollment \_\_\_\_\_ Out of District Open-Enrollment \_\_\_\_\_

Please Explain: \_\_\_\_\_

Requested Route #: \_\_\_\_\_ Requested Bus Stop: \_\_\_\_\_

\_\_\_\_\_ To and From School \_\_\_\_\_ In to School only \_\_\_\_\_ From School only

I understand that approval for this exception is based upon availability of seating on the assigned bus and this approval may be rescinded should ridership increase. I agree that I am responsible for my child getting to and from the bus stop safely and that I must submit a new request each school year.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_