

School Bus Stop Assignment and Change Form

Upper Lake Unified School District Transportation Department

675 Clover Valley Dr..

Upper Lake, CA 95464

Phone (707) 275-2655 - Fax (707) 275-0239

Education Code 49558 makes all information provided confidential and unavailable for any other purpose.

Parents/Guardians:

The purpose of the School Bus Stop Assignment and Change Form is to serve as an official communication between the parent/guardian and the bus driver in an effort to successfully and safely transport your child to their correct bus stop.

Please note the following:

The parent/guardian shall complete this form and submit it to the school office.

- Students will be allowed to ride the bus only if they have a School Bus Stop Assignment and Change Form on file.
- If you want your child to get off at a bus stop other than the stops you designate below, you must send a note to the school office giving your approval for the change. It will be signed by office staff and then given to the bus driver when your child boards the bus.

Student Information:

Last Name:		First Name:		MI:
Home Address:			Today's Date:	
Phone #	Grade Level: (circle one) K 1 2 3 4 5 6 7 8			
Check One: Permanent Change Occasional Basis Temporary Change for Date(s) _____				
Important: When reviewing the bus schedule to determine the correct bus stop, look for the symbols x next to the bus stop, these symbols indicate the only stops where students will be escorted across the roadway. All other stops are right hand delivery only and no crossings will be allowed. If you have any questions regarding bus stops, call the Transportation Department at (707) 275-2326.				
Regular Bus Stop: _____		Bus Route #: _____		
Alternate Bus Stop: _____		Bus Route #: _____		
Alternate Bus Stop: _____		Bus Route #: _____		

Kindergarten Students: A parent or guardian of a kindergarten student must be at the bus stop to receive their child. If no one is at the bus stop to receive your child they will remain on the bus and be returned to the school office. You will be responsible for picking your child up from the school office. Please provide any special instructions regarding your kindergartner and any names of people who have permission to receive them at the stop.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____