

School Bus Stop Assignment and Change Form

Upper Lake Unified School District
Transportation Department
750 Old Lucerne Rd.
Upper Lake, CA 95485
Phone 707-275-2655 - Fax 707-275-0239

In accordance with California Education Code Section 49073 and the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g), the District shall maintain the confidentiality of personally identifiable information.

The purpose of the School Bus Stop/Walking Assignment and Change Form is to serve as an official communication between the parent/guardian and the school in an effort to successfully and safely transport your child to their correct bus stop. This form **MUST** be completed annually.

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 or walk only if they have a School Bus Stop Assignment/Walk and Change Form on file.
- If you want your child to get off at a bus stop other than the stop(s) you designate below, you must complete a new Bus Stop Assignment and Change form prior to the requested change date. The form will then be forwarded to the Transportation Department for approval or denial. If approved, the Department will give a copy of the form to the bus driver the day(s) the change is to occur. *The Department will attempt to contact the parent/guardian if the request is denied.*

Student Information:

Last Name:	First Name:	MI:
Home Address:		
Phone #:	Grade Level: _____	
Check all that apply: ☐ Permanent Rider ☐ Occasional Rider ☐ Temporary Change for Date(s): _____		

Important: When reviewing the *bus schedule to determine the correct bus stop, look for the symbol (*) next to the bus stop; this symbol indicates stops for red light crossing students that will be escorted across the road by the driver with a hand-held stop sign (TK-8th). 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) 275-2338 ext. 3310.

Regular Bus Stop: _____ Bus Route #: _____

Alternate Bus Stop: _____ Bus Route #: _____

Transportation routes can be accessed at ULUSD.org under "Departments" then "Transportation."

Walkers: My child will be walking to and from the following address: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____