



# School Bus Stop Assignment Change Form

Amador County Public School Transportation  
545 Independence Dr. Sutter Creek, CA 95685 - (209) 257-5180 - Fax (209) 267-9356

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

**Students will not** be allowed to ride without a school bus stop assignment/application on file.

**Changes of school bus stop** (permanently or daily) shall be submitted on a “**School Bus Stop Assignment Change Form**” available at your child’s school or the transportation office.

Student Information:

Last Name:		First Name:				MI:	
Today's Date:		Grade Level:( <b>circle one</b> ) K 1 2 3 4 5 6 7 8 9 10 11 12					
School Attending:							
Check One: [ ] Permanent Change [ ] Occasional Basis [ ] Temporary Change for Date(s): _____							
Morning Bus Stop:				Route #:			
Afternoon Bus Stop:				Route #:			

Please write below any special circumstances or instructions that your child. Other comments may also be written.

Parent/Guardian Signature: \_\_\_\_\_ School Office Review : \_\_\_\_\_

White Copy – Transportation Office

2<sup>nd</sup> Copy – School Site

3<sup>rd</sup> Copy – Parent/Guardian

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# School Bus Stop Assignment Change Form INSTRUCTIONS

Amador County Public School Transportation  
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TO: Parents, Guardians, School Site Staff and Transportation Staff

FROM: Transportation Management & Staff

The purpose of the School Bus Stop Assignment Change Form is to serve as a uniformly acceptable replacement to hand-written notes. The hand-written notes from parents/guardians while convenient are easily forged and can lack essential information necessary for the school and school bus driver.

- This form should be used as follows:
- 1) Fill out the form, sign, and take to school office in person or via your student.
  - 2) School office staff will confirm information, signature, and make copy for their information or records. School staff should sign or initial indicating the confirmation and review.
  - 3) The student or parent/guardian then takes the form to the school bus driver for daily, occasional, or ongoing use.

Thank you very much for your assistance in our continued safe and reliable transportation of students.