



TRANSPORTATION PARENT AUTHORIZATION (Regular Ed Only)

Student Name: _____

Grade _____

Teacher _____

Home Address: _____

Home Phone#: _____

Apt/Bldg# : _____

Cell#: _____

Work#: _____

Students eligible to ride the GCPS bus are allowed one (1) address for morning service, one (1) address for afternoon service, and must have a transportation tag on their book bag at all times indicating their pm permanent form of transportation.

PARENT/GUARDIAN STATEMENT

At the end of each school day, Sugar Hill Elementary, has authorization to dismiss my child to:

Check the box next to one of the five (5) cards (transportation tag) below. Any change of transportation mode requires a new Parent Authorization Form.

SCHOOL USE ONLY (optional)

STUDENT NAME # _____ STU ID: _____

BUS TAG CREATED _____ ENTERED IN Synergy _____

GCPS BUS # AM _____ PM _____ PERMIT CODE _____

DAY CARE VAN _____ V. LTR _____
Check if attached

WALKER _____ CAR RIDER # _____
Principal Initial

Alternate Approval by Transportation is:

Approved _____ Denied _____ Date _____

Transportation Supervisor/Designee Signature _____

PART A

Students with NO Parent Authorization Form on file with the school will be transported on GCPS bus to their assigned bus stop for their home address.

OR

GCPS
SCHOOL NAME

Student Last Name _____ First Name _____
Bus Stop Address

WALKER

OR

GCPS
SCHOOL NAME

Student Last Name _____ First Name _____
Home Room Teacher

CAR RIDER

AM PM BOTH AM PM BOTH AM PM BOTH

KINDERGARTENERS - GCPS BUS TO HOME ADDRESS – GREEN WALKER - WHITE
1st - 5th GRADES - GCPS BUS TO HOME ADDRESS – YELLOW CAR RIDER- BLUE

PART B

***Day care enrollment verification letter required and must be attached to Parent Authorization form before service begins. Alternates must be 5 days a week.**

OR

GCPS
SCHOOL NAME

Student Last Name _____ First Name _____
Bus Stop Address

OR

GCPS
SCHOOL NAME

Student Last Name _____ First Name _____

DAYCARE

*GCPS BUS TO DAY CARE - YELLOW AM PM BOTH AM PM BOTH
*DAY CARE VAN - ORANGE

AM ALTERNATE ADDRESS:

_____ (Street Address) _____ (Apt #) _____ (City) _____ (Zip Code)

PM ALTERNATE ADDRESS :

_____ (Street Address) _____ (Apt #) _____ (City) _____ (Zip Code)

*Name of daycare facility/sitter: _____ *Daycare Phone: _____

DATE TO BEGIN: _____

- This information is required and daycare enrollment will be verified. The Alternate Bus Stop goes into effect after this request has been approved by your Transportation Supervisor and entered into Synergy. This process could take up to 10 business days.

By signing below I agree to the following: I have read and understand the guidelines on the back of this sheet. The safety of my child while walking to, from, and waiting at the bus stop is my responsibility. The above information I have provided is correct, and I am the Parent/legal guardian of the child listed above. Signature is required to process this request.

Parent/Guardian Name (print): _____

Parent/Guardian Signature _____

Date _____

GUIDELINES

The safety of your children while walking to, from, and while waiting at the bus stop is the parent's responsibility.

Student Bus Stop Assignment:

- ⇒ Students are assigned to the stop closest to their home address
- ⇒ Change of bus stop for personal preferences such as, but not limited to, to get on/off the bus sooner/later or being with other friends in the neighborhood are NOT allowed

Transportation Tags:

- ⇒ The address that your child uses three or more days during the week is the address that is applied to the transportation tag
- ⇒ Do not remove tag – Only the school may remove or attach a new transportation tag to your child's bookbag
- ⇒ Only one tag issued per child
- ⇒ The school must be notified in writing to request a transportation change for your child different from the original agreement made at time of enrollment

Official Bus Pass:

- ⇒ Will not be issued for play dates, birthdays, Girl/Boy Scouts, weekend sleepovers or any other reason except for an emergency as determined by a school official
- ⇒ Are valid for up to 10 consecutive school days and cannot be Xerox copies

Emergency situations: *To obtain a temporary bus pass the parent must notify the school in person and/or in writing with the following information:*

- ⇒ Parent and student name, contact phone number and address of student your child is going home with
- ⇒ Parent (requesting emergency transportation) contact phone number for verification
- ⇒ Day of week and date(s) that you are requesting a bus pass not to exceed 10 consecutive school days
- ⇒ Parent signature and date

Permissive Transfers:

- ⇒ Transportation for students on permissive transfer is the responsibility of the parent /guardian
- ⇒ For additional information see the GCPS website at www.gwinnett.k12.ga.us

Car Rider:

- ⇒ Must obtain official bus pass (valid for up to 10 consecutive school days) from the school main office to ride the GCPS bus home or designated emergency address

Walker:

- ⇒ Must be approved by the school Principal
- ⇒ Must obtain official bus pass (valid for up to 10 consecutive school days) from the school main office to ride the GCPS bus to home or designated emergency address

GCPS School Bus to daycare facility 5 days a week – Address other than the home address requires:

- ⇒ Students being transported to a day care facility by a GCPS bus must provide the school with a copy of the daycare enrollment verification letter
- ⇒ School approval and/or transportation supervisor's approval and signature prior to start date of service
- ⇒ Student meets eligibility within the school's assigned attendance zone
- ⇒ For reasons other than daycare; Transportation supervisor approval, and must be the same for all 5 days of the week

Service address MUST be:

- ⇒ The same for all 5 days
- ⇒ Within the school's assigned attendance zone or the daycare facility/sitter provides all transportation
- ⇒ An approved and/or current GCPS bus stop and in compliance with GCPS Transportation "safe stop" guidelines

This form is to be completed for every elementary child with each transportation change.