

BUS PASS REPLACEMENT APPLICATION
2018-2019 Linda Vista Elementary

Steps to a replacement/lost bus pass.

Non-receipt of bus pass must be reported by e-mail to the bus pass office within in 20-business days of applying for your bus pass. If parents do not notify bus pass within 20-business day from applying, the bus pass will be considered lost/missing and the replacement form along with replacement fee must be paid to replace the bus pass.

1. e-mail or have school staff e-mail for you buspass@svusd.org- Student first name, student last name, school, student six digit ID number if you have it. Subject: Replacement bus pass. The bus driver will be notified student is in process of getting a replacement bus pass so they can continue riding.
2. Please print out form below and complete top portion only.
3. Payment required for all replacement bus passes. \$25.00 by money order only. (checks and cash are not accepted)
4. Payable to SVUSD
5. Drop off at Linda Vista Elementary School
6. Replacement bus pass will be given to the school staff.
7. School staff will give replacement/lost bus pass to student.

Thank you,

Bus Pass Office

PLEASE PRINT

Date:	
School: Linda Vista Elementary	Perm Id #
Telephone:	Grade:
Student name:	

FOR BUS PASS OFFICE USE ONLY

Payment: Money Order # _____ \$ _____ Batch#: _____

Completed on: _____ Given to: _____ Date: _____

Receipt# _____ Authorized by: _____ Date: _____