

**BUS PASS REPLACEMENT APPLICATION
2018-2019**

Steps to a replacement 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 buspass@svusd.org- Student first name, student last name, school, student six digit ID number if you have it. Subject: Replacement bus pass. 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. Mail form and payment to SVUSD 25631 Peter A. Hartman Way. Mission Viejo, CA 92691.
6. Replacement bus pass will be given to your bus driver.

Thank you,

Bus Pass Office

PLEASE PRINT

Date:	
School:	Perm Id #
Telephone:	Grade:
Student name:	

FOR BUS PASS OFFICE USE ONLY

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

Completed on: _____ Given to: _____ Date: _____

Receipt# _____ Pass # _____ Authorized by: _____ Date: _____