

School Bus Registration Form

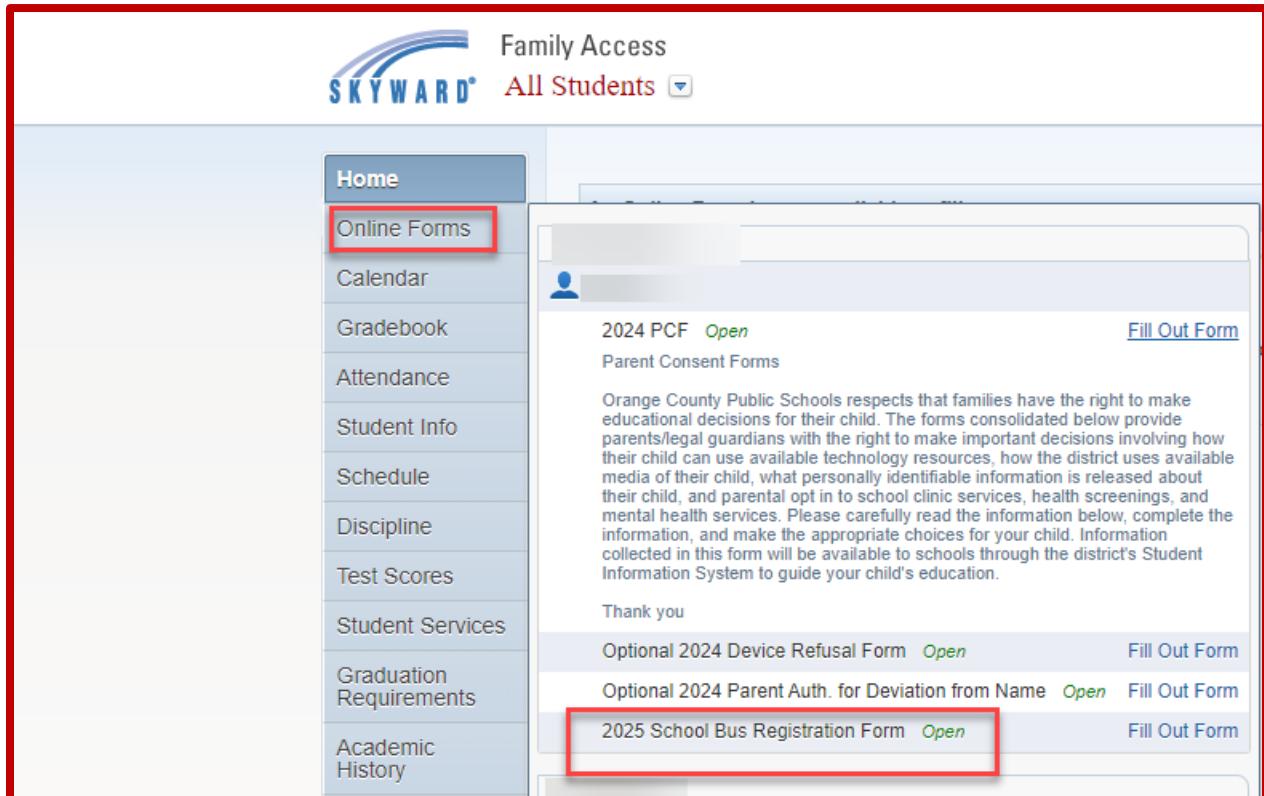
Access and Form Completion Instructions

The Family Access Portal allows Parents/Legal Guardians to complete district forms for their student(s) digitally. Online forms provide families a quick way to fill out forms for the district without the submission of paper copies.

Families must be registered for the OCPS Parent Portal. Instructions on how to register can be found by clicking [HERE](#) and creating a registration for Launchpad or by directly visiting the OCPS Parent Portal at: parents.classlink.com/ocps

If already registered or once your new registration is complete:

1. To access the form please log into the OCPS Parent Portal at parents.classlink.com/ocps
2. Once you have logged into the OCPS Parent Portal, select **Skyward (parents)**.
3. Select the **Online Forms** tab
4. A 2024 PCF window will open and the *2025 School Bus Registration Form* will be at the bottom of the list.



Continued on next page

The 2025 School Bus Registration form will have both pre-populated fields and asks 2 questions which must be completed before submitting:

2025 School Bus Registration Form

1 Students information registered with their school. 

Name: _____ Gender: _____ Grade/Grad Yr: _____ Other ID: _____

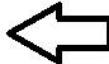
 Orange County Public Schools
School Bus Registration Form

2024-2025 School Bus Registration

Please complete a separate request for EACH student that will be riding the school bus. Eligible students will be assigned only ONE bus stop, determined by the address of record in Skyward. Eligibility is determined based on Florida Department of Education rules which include:

- Address must be at least 2 miles from the next year school.

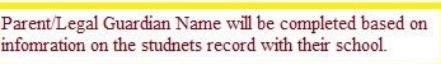
Please determine the eligibility status by using the simple search in the: Find A Bus application. Click on the link and enter the grade your student will be enrolling. Note: OCPS does not provide transportation for students enrolled in Charter schools.

2 Student Address:
Students home address registered with their school will appear in this box. To change a students address please contact your students school registrars office. 

OCPS provides equal school bus transportation to all eligible district students in accordance to the transportation requirements defined by Florida Department of Education Administrative Rule 6A-3. There are some exceptions to these statutes that affect elementary students living less than two miles from their assigned school who may face statute named hazards while walking to school. These hazards are named in Florida Statute 1006.23. The Orange County School Board extended this criteria for middle and high school students.

3 For the 2024-2025 school year my student will use school bus transportation daily for: 

4 I understand that transportation eligibility is based upon FL State requirements and the information provided. Service may be impacted by inaccurate student information. Please ensure any changes are communicated and updated with your student's school as soon as possible. 

5 Parent/Legal Guardian Name: Parent Name  MOTHER 

A student's address can only be changed by the school's registrar's office. Please contact the school to update your home address.

Transportation is only provided to and from the home address registered with the school.

Choose:
A- AM only transportation
P- PM only transportation
B- Both AM and PM transportation
N- No transportation

A YES response is required to complete the form.

1. Your student(s) information will appear at the top, name, gender, grade/grad year and student ID. This area will be populated by the information in the students record with their school and can only be changed by contacting your students' school. Please verify this information.
2. **Students Address:** This will be pre-populated and can only be changed by contacting the school's registrar's office. Updated addresses must be made prior to completing the 2025 School Bus Registration Form.
3. **For the 2024-2025 school year my student will use school bus transportation daily for:** *(choose from the drop down menu)*

A- AM only transportation
P- PM only transportation

B- Both AM and PM transportation

N- No transportation

4. A **YES** response must be chosen from the drop-down menu indicating the understanding that transportation eligibility is based up Florida State requirements and the information that has been provided on the completed form. *Students not eligible for transportation or forms submitted with inaccurate information will not be routed or transportation may be delayed.*
5. **Parent/Legal Guardian Name:** This area will be populated by the information in the students record with their school and can only be changed by contacting your students' school.

Once all information has been verified and all questions have been completed click **Submit**.

Your students 2024-2025 School Bus Registration Form is now complete. If you have other students please follow the same process for each student.

School Bus Routes will be available for viewing by the first week of August. Parents/Guardians may access a student's school bus information by logging into the [ELINK](#) portal. The ELINK portal is OCPS transportation services information portal for all student's transportation information and may be accessed by parents/guardians at any time.

To access the ELINK portal, please visit ocps.net/departments/transportation_services for further log in details, frequently asked questions and to access your student's transportation information.