

## 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](https://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](https://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.

The screenshot displays the Skyward Family Access portal. At the top, the Skyward logo is on the left, and 'Family Access' and 'All Students' with a dropdown arrow are on the right. A left-hand navigation menu lists various options: Home, Online Forms (highlighted with a red box), Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, Test Scores, Student Services, Graduation Requirements, and Academic History. The main content area shows a '2024 PCF' section with an 'Open' status and a 'Fill Out Form' link. Below this is a paragraph of text regarding parental consent and information sharing. Further down, there is a 'Thank you' message and a list of forms: 'Optional 2024 Device Refusal Form' (Open, Fill Out Form), 'Optional 2024 Parent Auth. for Deviation from Name' (Open, Fill Out Form), and '2025 School Bus Registration Form' (Open, Fill Out Form). The '2025 School Bus Registration Form' entry is highlighted with a red box.

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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
<input type="text"/>	<input type="text"/>

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 transportaion  
 P- PM only transportation  
 B- Both AM and PM transportation  
 N- No transportation

A YES response is required to complete the form.

Parent/Legal Guardian Name will be completed based on infomration on the studnets record with their school.

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](https://ocps.net/departments/transportation_services) for further log in details, frequently asked questions and to access your student's transportation information.