



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
KAISERSLAUTERN DISTRICT
KAISERSLAUTERN STUDENT TRANSPORTATION OFFICE
UNIT 3240 BOX 425
APO AE 09021**



18 March 2011

MEMORANDUM FOR SPONSORS OF KAISERSLAUTERN SCHOOL BUS RIDERS

SUBJECT: School Bus Registration - School Year 2011/2012

Students wishing to ride a DoDDS school bus must re-register for the bus each school year when re-registering for school. **That process is separate from the school re-registration process.** A separate Registration form is required and will be available at your child's school main office during re-registration.

The School Year 2010-2011 bus passes (Red, Yellow, Blue, Green, Orange, Pink) will not be valid after the last day of school and should be returned to the STO or destroyed after that date.

Bus registration will run concurrently with school registration. Forms are available at the schools as well as at the student transportation offices (STO). In addition to the name, Social Security Number, address and organization of the sponsor, we will also require the official email address for the sponsor as well as a good home and mobile telephone number, and an Emergency Contact with valid phone number.

Student Date of birth is required for registration. All data is protected under provisions set forth in the Privacy Act of 1974. Personally identifying information – including Social Security Numbers -- are not maintained on a database that is accessible from outside sources. Registration forms remain under lock and key in our office(s).

While multiple students may be registered on a single form, incomplete forms **will not be processed.** Assignment to a school bus will be delayed until the registration is complete.

Only those students with completed School Bus Registration forms will be considered registered and eligible for student transportation services for the 2011/2012 school year. School bus assignments and passes will be provided only to those families who have completed this process! It is imperative that the school bus registration be complete prior to the start of the school year!

School Bus Passes and Route Lists will be mailed to the sponsor's APO address provided on the 2011 – 2012 School Bus Registration Form. **The mass mailing will be posted by 12 August 2011.**

To learn more about bus safety, bus rules, and steps to register for the school bus, please visit the following links: http://www.kais-dso.eu.dodea.edu/offices/transportation/transportation_register.htm or <http://www.eu.dodea.edu/transportation> .

Requests for second bus passes and Space Available passes will be reviewed after the 2nd week of school . This will allow our office sufficient time to complete late arrival registrations. Second bus passes will be considered on a space available basis. If seating is available at that time, we will make all efforts to accommodate your needs!

If you have completed your school bus registration and have not received your new bus pass by 26 August 2011, please contact our office(s) at the following numbers:

Kaiserslautern / Vogelweh / Sembach Schools: Kaiserslautern School Complex, Bldg 2010, Room A6
Phone: DSN 489-2877 (489-BUSS) or Commercial 0631-536-2877, Fax: 0631-98137

Original Signed
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