



201 Venus Street
Monroe, NC 28112
Phone 704.296.3015 Fax 704.226.1895
www.ucps.k12.nc.us

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Memo

To: UCPS Parents

From: Marlon Watson, Director of Transportation

Date: 1/11/2019

Re: Bus De-Assignment & Bus Re-Establishment

The purpose of this memo is to remind parents of the process to follow when your student(s) has been removed from the bus route due to not riding the bus for ten (10) consecutive days.

If your student(s) do not ride the bus for ten (10) consecutive days, a request will be submitted by the bus driver to have your child removed from the bus route.

In order to re-establish bus transportation, parents must contact the school to request transportation. Once the request has been made, staff will follow the process.

- School updates transportation codes in PowerSchool
- After transportation codes have been updated by the school, transportation assigns student to a stop location
 - Existing stop – 1 to 3 days
 - New Stop Assignment – 3 to 5 days

Growing Possibilities.