



Los Angeles Unified School District Headquarters  
Office of the Building  
**CARPOOL SIGN UP/ REMOVAL**

**REQUESTOR INFORMATION:** (please print)

Employee Name:	Employee #:
Email:	Phone:
Class Code:	Location Code:
Work Location – Floor #:	Work Location – Cubicle/Office #:
Division:	Branch:
Need LAUSD Access Badge? (Yes or No)	Want to be part of the LAUSD subsidy program? (Yes or No)
Are you the driver or passenger of the carpool?	
<b>NOTE:</b> Carpool drivers can complete the request for parking exception form to request parking for carpools.	

Please sign me up for the LAUSD carpool program.

Please remove me from the LAUSD carpool program.

**Primary Driver and Passengers of a carpool must complete the following information:**

Partner List	Full Name (Last, First – Printed Legible)	Employee #	Division	Branch
Primary Driver				
Partner #2				
Partner #3				
Partner #4				

**Employee Signature:**

X \_\_\_\_\_ Date: \_\_\_\_\_

**Senior Leadership Division Head Approval:**

X \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please submit form to the Office of the Building (Email: [OfficeoftheBuilding@lausd.net](mailto:OfficeoftheBuilding@lausd.net))**

For Internal Use Only:	
Processing Completion	Card Information
Date Received:	Effective Date:
Received by:	External Key Card #:
Key Card #:	Internal Key Card #:
Lot Assigned:	