

ONE-DAY BUS PASS REQUEST PROCEDURE

To receive a bus pass:

- ALL students MUST have a written request from home, signed by both the sending and receiving parents/guardians involved.
- Both parents do not have to sign the same form, but both the sending and receiving parent must grant written permission (a separate form from each parent is acceptable).
- For any bus pass to be approved, there must be an open seat on the bus.

| ONE-DAY BUS PASS REQUEST | |
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| <i>ALL students MUST have a bus pass completed by BOTH sending and receiving parents</i> | |
| Sending Parent/Guardian | Receiving Parent/Guardian |
| <p>My child, _____ (print your child's name)</p> <p>is permitted to ride Bus # _____</p> <p>home with _____ (print student's name)</p> <p>on _____ (date)</p> <p>Reason: _____ _____ _____ _____</p> <p>_____ (Parent/Guardian signature)</p> | <div style="text-align: center; font-size: 48px; font-weight: bold; letter-spacing: 10px;">A N D</div> <p>The following student(s) _____ (print name)</p> <p>_____ (print name)</p> <p>_____ (print name)</p> <p>has/have permission to ride Bus # _____</p> <p>home with my child _____ (print your child's name)</p> <p>on _____ (date)</p> <p>_____ (Parent/Guardian signature)</p> |
| <p>OFFICE USE ONLY</p> <p>Principal/School Authority Signature: _____</p> | |